



CYNGOR TREF Y
RHYLL
TOWN COUNCIL

STANDING ORDERS FOR:

MEETINGS OF COUNCIL

COMMITTEES

SUB-COMMITTEES

AND OTHER PANELS

Recommended by Risk Assessment Sub-Committee February 2025

Standing Order	Subject	Page
1	Standing Orders – Common to All Meetings	1-3
2	Annual Meeting of Council	3-5
3	Ordinary Meetings of Council	4-5
4	Committee & Sub-Committee Meetings	5-7
5	Working Groups	6
6	Extraordinary Meetings of the Council, Committees & Sub-Committees	7
7	Proper Officer	7-8
8	Motions	8-10
9	Rules of Debate at Meetings	10-11
10	Voting	11
11	Minutes	11-12
12	Responsible Finance Officer	12-14
13	Execution and Sealing of Legal Deeds	14
14	Inspection of Documents	14
15	Restrictions on Councillor Activities	14
16	Code of Conduct	14-15
17	Relations with the Press / Media	15
18	Responsibilities to provide information	15
19	Responsibilities under Data Protection Legislation	15-16
20	Standing Orders Generally	16
21	Provision/Interpretation of Standing Orders	16

KEY

- **Mandatory** for full Council meetings
- **Mandatory** for committee meetings
- ▲ **Mandatory** for sub-committee meetings

● ■ ▲	1.0	STANDING ORDERS: COMMON TO ALL MEETINGS
● ■ ▲	1.1	Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
		Notice of Meeting
● ■ ▲	1.2	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.
● ■ ▲	1.3	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 the summons should be sent.
	1.4	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.
	1.5	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.
	1.6	These notice requirements also apply where a formal meeting is taking place which is not open to the public.
		Multi-Location Meetings
	1.7	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.
	1.8	The minimum requirement is that members are able to hear and be heard by others
		Meetings Generally - Other
● ■ ▲	1.9	The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
	1.10	The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
● ■ ▲	1.11	The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.
● ■	1.12	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.

	1.13	At meetings of Council a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
	1.14	At all other meetings of Committees and Sub-Committees, Members shall raise their hand when requesting to speak and remain seated when called upon to speak
	1.15	A person who speaks at a meeting shall direct their comments to the chair of the meeting.
	1.16	Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking
	1.17	All Members will respect the right of other speakers to address the Council without interruption and will remain silent during speeches by other Members
	1.18	Whenever the Chair of any meeting rises during a debate all other Members shall be seated and silent
● ■ ▲	1.19	Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent
● ■	1.20	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.
● ■	1.21	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair/Mayor of the Council may in their absence be done by, to or before the Vice-Chair /Deputy Mayor of the Council.
● ■	1.22	The appointed Chair, if present, shall preside at a meeting of a Standing Committee. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
Public Participation		
	1.23	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.
	1.24	The period of time designated for public participation at a meeting in accordance with standing order 1.23 shall not exceed (15) minutes unless directed otherwise by the chair of the meeting.
	1.25	Subject to standing order 1.24, a member of the public shall not speak for more than (5) minutes per person.
	1.26	In accordance with standing order 1.23, a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
Apologies for Absence		
● ■ ▲	1.28	If prior to a meeting, a Councillor has submitted reasons for their absence at the meeting or future meetings which is then approved or rejected by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval/rejection was given.
Quorum		
●	1.29	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.
● ■ ▲	1.30	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.
Confidential Business		

● ■ ▲	1.31	Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
● ■ ▲	1.32	A councillor in breach of the provisions of standing order 1.31 above may be removed from a committee or a sub-committee by a resolution of the Council.
● ■ ▲	1.33	Any breach of Standing Orders 1.31 will be reported under the requirements of the Council's Code of Conduct
Members' Questions		
	1.34	A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer in writing.
Recess		
	1.35	No meetings of the Council or its Committees shall be held during the month of August
● ■ ▲	1.36	During periods of Recess, authority to act will be delegated to the Proper Officer (Town Clerk) in Consultation with either the Town Mayor or the relevant Chair of Committee as applicable
Disorderly Conduct at Meetings		
	1.37	No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
	1.38	If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the 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.
	1.39	If a resolution made under standing order 1.38 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
Welsh Language		
● ■ ▲	1.40	All Meetings of the Council (Annual and Ordinary) and Committees will be held in accordance with the provisions of the Council's Welsh Language Scheme
Comfort Breaks		
	1.41	A ten minute comfort break will at the discretion of the Chair be called during any meeting of the Council or its committees which has been sitting for two hours or more.
Close of Meeting		
	1.42	All meetings must finish by 9.00 pm and any business not completed will stand adjourned until a date determined by the Chair and announced at the meeting.
2.0 ANNUAL MEETING OF COUNCIL		
●	2.1	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.
●	2.2	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.
●	2.3	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
●	2.4	The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
●	2.5	The 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.
●	2.6	The 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 Chair of the Council at the next annual meeting of the Council.
●	2.7	In an election year, if the current 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 Chair of the Council has been elected. The current Chair of the Council

		shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
•	2.8	In an election year, if the current Chair of the Council has been reelected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
•	2.9	Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting the business shall include:
•	2.9 (i)	To receive the Chair of the Council's declaration of acceptance of Office
•	2.9 (ii)	In an election year, delivery by the 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 Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
•	2.9 (iii)	To receive any apologies for absence
•	2.9 (iv)	In an election year, to fill any vacancies left unfilled at the election by reason of insufficient valid nominations
	2.9 (v)	Confirmation of the accuracy of the minutes of the last meeting of the Council; Receipt of the minutes of the last meeting of a committee; Consideration of the recommendations made by a committee.
	2.9 (vi)	To announce the appointment of any new Honorary Freeman/Freewomen
	2.9 (vii)	Review of the terms of reference for committees and sub-committees; unless the Council resolves for this to be done at a later date. Appointment of members to existing committees and sub-committees.
	2.9 (viii)	Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them.
	2.9 (ix)	shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
	2.9 (x)	may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer prior to the start of the meeting that they are unable to attend; ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
	2.9 (xi)	Appoint Chairs and Vice Chairs of Standing Committees
	2.9 (xii)	Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses; unless the Council resolves for this to be done at a later date.
	2.9 (xiii)	Review of representation on or work with external bodies and arrangements for reporting back; unless the Council resolves for this to be done at a later date.
	2.9 (xiv)	Appoint or re-confirm appointments of School Governors; unless the Council resolves for this to be done at a later date.
	2.9 (xv)	Confirm the time and place of ordinary meetings of standing committees (Schedule of Meetings) up to and including the next annual meeting of the Council.
	3.0	ORDINARY MEETINGS OF COUNCIL
	3.1	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.

●	3.2	The Mayor, if present, shall preside at a meeting of the Council. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
●	3.3	Following the election of the Chair for the meeting (if required), the order of business shall be as follows.
	3.3 (i)	To receive apologies for absence
	3.3 (ii)	To receive declarations of acceptance of office (if any) and undertakings to observe the Council's Code of Conduct or if not then received, to decide when they shall be received
	3.3 (iii)	Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees and to authorise the respective Chairs of Meetings to sign the Minutes as a correct record.
	3.3 (iv)	To deal with any business expressly required by Statute to be determined by Council
	3.3 (v)	To dispose of any business, if any, remaining from the last meeting
	3.3 (vi)	To receive previously approved presentations from outside organisations
	3.3 (vii)	To receive and consider reports from the Council's Committees
	3.3 (viii)	To receive and consider reports from officers of the Council.
	3.3 (ix)	To authorise the signing of documents
	3.3 (x)	To consider motions in the order in which they have been notified.
	3.3 (xi)	To determine action on any matters requiring urgent attention before the next scheduled meeting of the respective standing Committee
	3.3 (xii)	To appoint any new committees; confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them.
	3.3 (xiii)	Adopt or otherwise new Council policies and procedures..
	3.3 (xiv)	To receive questions from Members of the public and determine how they will be responded to in accordance with Council policy.
	3.3 (xv)	In respect of 3.3(xiv) above, a record of questions raised by members of the public and how they have been responded to will be included in the minutes of that meeting.
	3.3 (xvi)	To receive matters of information only from Members the subject of which has been pre-agreed with the Chair of the Council prior to the commencement of the meeting.
	3.3 (xvii)	To determine any confidential items the subject of Standing Order No. 1.12 above.
	4.0	COMMITTEE AND SUB-COMMITTEE MEETINGS
■	4.1	The Chair of the Committee, if present, shall preside at the meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
	4.2	Following the election of the Chair for the meeting (if required), the order of business shall be as follows.
	4.2 (i)	To receive apologies for absence
	4.2 (ii)	To deal with any business expressly required by Statute to be determined by Council
	4.2 (iii)	To dispose of any business, if any, remaining from the last meeting
	4.2 (iv)	To receive and consider reports from the Committee's Sub- Committees
	4.2 (v)	To receive and consider reports from officers of the Council.
	4.2 (vi)	To receive and determine correspondence and consultation documents
	4.2 (vii)	To authorise the signing of documents
	4.2 (viii)	To appoint any new sub-committees; confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them.

	4.2 (ix)	The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council
	4.2 (x)	To determine members items the subject of which has been specified on the agenda
	4.2 (xi)	To receive matters of information only from Members the subject of which has been pre-agreed with the Chair of the Committee prior to the commencement of the meeting.
	4.3	A member who has proposed a motion, which has been referred to any committee of which they are not a member, may attend to explain his/her motion to the committee, but shall not participate in debate and shall not vote
	4.4	Any member shall unless the council otherwise directs, be entitled to be present at the meetings of any committee [except Staffing Committee] of which they are not a member but may not speak (except under 4.3 above) unless the chair has given consent, and may not vote.
		Staffing Committee
	4.5	All matters relating to the employment of staff will initially be considered by the council's Staffing Committee who will, where appropriate, make recommendations to Council in accordance with policies contained within the Council's Staff Handbook.
	4.6	If any meeting of the council or its committees/sub-committees, considers any matter personal to a council employee, it shall not be considered until the council/committee has decided whether or not the press and public shall be excluded.
	4.7	Subject to the council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by [the employee's job title] relates to a member of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the-Staffing committee.
▲	4.8	The Chair of the sub-committee, if present, shall preside at the meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a councillor who is a member of the sub-committee, as chosen by the councillors present at the meeting shall preside at the meeting.
▲	4.9	Following the election of the Chair for the meeting (if required), the order of business shall be as follows:
▲	4.9 (i)	To receive apologies for absence
▲	4.9 (ii)	To deal with any business expressly required by Statute to be determined by Council
	4.9 (iii)	To dispose of any business, if any, remaining from the last meeting
	4.9 (iv)	To receive and consider matters referred by Council or a Standing Committee
	4.9 (v)	To receive and consider reports from officers of the Council.
	4.10	A member who has proposed a motion, which has been referred to any Sub-Committee of which he/she is not a Member, may attend to explain his/her motion to the Sub-Committee, but shall not participate in debate and shall not vote
	4.11	Any Council Member shall unless the Council otherwise directs, be entitled to be present at the Meetings of any Sub-Committee [except Civic and Social Events Sub-Committee] of which they are not a Member but may not speak (except under 4.10 above) unless the Chair has given consent, and may not vote.
	5.0.	WORKING GROUPS
	5.1	The Council may appoint working groups comprised of a number of councillors and non-councillors.
	5.2	Working Groups may not consist wholly of persons who are non-councillors.
	5.3	No authority to act can be delegated to any Working Group without the specific consent of a meeting of Council. The extent of any authority to act to be specified in the relevant minute of Council.

	5.4	Where a working Group has been delegated authority to act then it will be subject to all standing orders relating to Sub-Committees.
	6.0	EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES
● ■ ▲	6.1	The chair of the council may convene an extraordinary meeting of the council at any time.
● ■ ▲	6.2	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
	6.3	The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
	6.4	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 () members of the committee or the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.
	7.0	PROPER OFFICER
	7.1	The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Town Clerk is absent.
● ■ ▲	7.2	The Council's Proper Officer shall do the following:
● ■ ▲	7.2 (i)	Retain declarations of acceptance of office forms from councillors and their agreement to abide by the Council's Code of Conduct.
● ■ ▲	7.2 (ii)	Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection (subject to agreement with the County Council Monitoring Officer)
● ■ ▲	7.2 (iii)	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
	7.2 (iv)	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.
	7.2 (v)	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.
● ■ ▲	7.2 (vi)	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.
● ■ ▲	7.2 (vii)	subject to standing order 9.2, include on the agenda all motions in the order received unless a councillor has given written notice at least 2 days before the meeting confirming their withdrawal of it;
● ■ ▲	7.2 (viii)	convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
● ■ ▲	7.2 (ix)	Keep proper records required before and after meetings including minutes of meetings.
● ■ ▲	7.2 (x)	Make available for inspection the minutes of meetings.
● ■ ▲	7.2 (xi)	Receive and retain copies of byelaws made by other local authorities

● ■ ▲	7.2 (xii)	To certify copies of byelaws made by the Council
● ■ ▲	7.2 (xiii)	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;
● ■ ▲	7.2 (xiv)	Liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
● ■ ▲	7.2 (xv)	Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
● ■ ▲	7.2 (xvi)	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);
● ■ ▲	7.2 (xvii)	Arrange for legal deeds to be signed by 2 councillors and witnessed (<i>See also standing orders 13.1 and 13.2.</i>)
● ■ ▲	7.2 (xviii)	arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
● ■ ▲	7.2 (xix)	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;
● ■ ▲	7.2 (xx)	refer a planning application received by the Council to each member within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
● ■ ▲	7.2 (xxi)	manage access to information about the Council via the publication scheme; and
● ■ ▲	7.2 (xxii)	retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect
		Responsible Financial Officer
● ■ ▲	7.2 (xxiii)	The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
● ■ ▲	7.2 (xxiv)	Any other matter required by statute to be undertaken by the Proper Officer of the Council
● ■ ▲	8.0	MOTIONS
		Motions for a Meeting that requires written notice to be given to the Proper Officer
● ■ ▲	8.1	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.
● ■ ▲	8.2	No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
● ■ ▲	8.3	The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 8.2, correct obvious grammatical or typographical errors in the wording of the motion.
● ■ ▲	8.4	If the Proper Officer considers the wording of a motion received in accordance with standing order 8.2 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 Proper Officer at least 5 clear days before the meeting.
● ■ ▲	8.5	If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the 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.
● ■ ▲	8.6	The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
● ■ ▲	8.7	Motions received shall be recorded and numbered in the order that they are received.

● ■ ▲	8.8	Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection
		Motions at a Meeting that do not require written notice
● ■ ▲	8.9	The following motions may be moved at a meeting without written notice to the Proper Officer:
● ■ ▲	8.9 (i)	To appoint a person to preside at a meeting.
● ■ ▲	8.9 (ii)	To approve the absence(s) of councillor(s).
● ■ ▲	8.9 (iii)	To approve the accuracy of the minutes of the previous meeting.
● ■ ▲	8.9 (iv)	To correct an inaccuracy in the draft minutes of the previous meeting;
● ■ ▲	8.9 (v)	To dispose of business, if any, remaining from the last meeting.
● ■ ▲	8.9 (vi)	To change the order of business on the agenda for reasons of urgency or expedience.
● ■ ▲	8.9 (vii)	to move to a vote;
● ■ ▲	8.9 (viii)	to proceed to the next business on the agenda;
● ■ ▲	8.9 (ix)	to defer consideration of a motion;
● ■ ▲	8.9 (x)	to require a written report;
● ■ ▲	8.9 (xi)	To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
● ■ ▲	8.9 (xii)	To appoint a committee or sub-committee and their members (including substitutes).
● ■ ▲	8.9 (xiii)	To receive nominations to a committee or sub-committee.
● ■ ▲	8.9 (xiv)	To dissolve a committee or sub-committee.
● ■ ▲	8.9 (xv)	To note the minutes of a meeting of a committee or sub-committee.
● ■ ▲	8.9 (xvi)	To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
● ■ ▲	8.9 (xvii)	To consider a report and/or recommendations made by a committee or a sub-committee or an officer, employee, professional advisor, expert or consultant.
● ■ ▲	8.9 (xviii)	To authorise legal deeds to be signed by two councillors and witnessed.
● ■ ▲	8.9 (xix)	To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
● ■ ▲	8.9 (xx)	to extend the time limits for speaking;
● ■ ▲	8.9 (xxi)	to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
● ■ ▲	8.9 (xxii)	to not hear further from a councillor or a member of the public;
● ■ ▲	8.9 (xxiii)	to exclude a councillor or member of the public for disorderly conduct;
● ■ ▲	8.9 (xxiv)	to temporarily suspend the meeting;
● ■ ▲	8.9 (xxv)	To give the consent of the Council if such consent is required by standing orders.
● ■ ▲	8.9 (xxvi)	to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
● ■ ▲	8.9 (xxvii)	to adjourn the meeting; or
● ■ ▲	8.9 (xxviii)	to close the meeting.
	8.10	If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.
		Previous Resolutions
● ■ ▲	8.11	A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (7) councillors to be given to the Proper Officer in accordance with standing order 8, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

● ■ ▲	8.12	When a motion moved pursuant to standing order 8.11 has been disposed of, no similar motion may be moved for a further six months
	9.0	RULES OF DEBATE AT MEETINGS
	9.1	No speech by a Member shall exceed 5 minutes.
	9.2	Motions on the agenda shall be considered in the order that they appear unless the order is changed at the Chair's direction for reasons of expedience
	9.3	A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
	9.4	A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn
	9.5	An amendment to a motion or substantive motion shall not be considered unless early verbal notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
	9.6	A motion or amendment may be withdrawn by the proposer with the consent of the seconder.
	9.7	An amendment is a proposal to remove or add words to a motion. It shall not negate the motion
	9.8	Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
	9.9	Notwithstanding Standing Order 10.8 above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
	9.10	A councillor may not move more than one amendment to an original or substantive motion.
	9.11	The mover of an amendment has no right of reply at the end of debate on it.
	9.12	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.
	9.13	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.
	9.14	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
	9.15	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.
	9.16	With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
	9.17	When a motion is under debate, no other motion shall be moved except:
	9.17 (i)	to amend the motion;
	9.17 (ii)	to proceed to the next business;
	9.17 (iii)	to adjourn the debate;
	9.17 (iv)	to put the motion to a vote
	9.17(v)	to ask a person to be no longer heard or to leave the meeting
	9.17(vi.)	to refer a motion to a committee or sub-committee for consideration;
● ■ ▲	9.17(vii)	to exclude the public and press;
	9.17(viii)	to adjourn the meeting; or
	9.17(ix)	to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

	9.18	Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
	9.18 (i)	to speak on an amendment moved by another councillor;
	9.18(ii)	to move or speak on another amendment if the motion has been amended since they last spoke;
	9.18(iii)	to make a point of order;
	9.18(iv)	to give a personal explanation; or
	9.18 (v)	to exercise a right of reply
	9.19	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 his/her right of reply. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption
	9.20	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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by
	9.21	A point of order shall be decided by the Chair of the meeting and their decision shall be final.
	10.0	VOTING (See standing orders 2.5 and 2.6 for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.)
● ■ ▲	10.1	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.
● ■ ▲	10.2	The 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.
●	10.3	Unless standing orders provide otherwise, voting on any question shall be by a show of hands.
●	10.4	At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question (or abstained). Such a request shall be made before the matter is put to the vote.
● ■ ▲	10.5	If a majority of Members present and eligible to vote so request a secret ballot may be held unless a Member requests that voting be recorded under 11.4 above.
	10.6	If a Member so requests, their vote for or against or their abstention from voting shall be recorded in the minutes of the meeting unless the vote was taken in accordance with Standing Order 2.4 above. The request must be made during or immediately following the vote being taken and prior to the next Agenda item being considered.
		Voting on Appointments
● ■ ▲	10.7	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 Chair's casting vote.
	11.0	MINUTES
● ■ ▲	11.1	The Minutes of the Council and its Standing Committees shall be recorded in a Minute Book kept for that purpose
● ■ ▲	11.2	The minutes of a meeting shall include an accurate record of the following:

● ■ ▲	11.2 (i)	the time and place of the meeting;
● ■ ▲	11.2 (ii)	the names of councillors present and those who have given apologies for absence.
● ■ ▲	11.2 (iii)	interests that have been declared by councillors and non-councillors with voting rights;
● ■ ▲	11.2 (iv)	the grant of dispensations (if any) to councillors and non-councillors with voting rights;
● ■ ▲	11.2 (v)	whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
● ■ ▲	11.2 (vi)	if there was a public participation session;
● ■ ▲	11.2(vii)	any relevant points raised during debate
● ■ ▲	11.2(viii)	what was proposed and seconded
● ■ ▲	11.2 (ix)	the resolutions made.
●	11.3	Draft minutes of the Council shall be submitted to the next meeting of Council for confirmation of accuracy,
	11.4	Draft minutes of committees with delegated authority, shall be submitted to the next meeting of Council for confirmation of accuracy,
	11.5	Draft minutes of committees without delegated authority, shall be submitted to the next meeting of Council for confirmation of accuracy and to confirm recommendations therein contained,
●	11.6	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.
	11.7	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 () held on [date] in respect of () were a correct record but his/her view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
	11.8	Upon a resolution which confirms the accuracy of the minutes of any meeting, any previous draft minutes or recordings of the meeting shall be destroyed.
● ■ ▲	11.9	The Minutes of the Council, the Finance and General Purposes Committee and the Planning Committee shall be open to inspection by any local government elector of the community without charge
		No later than seven working days of a council meeting, the council must publish electronically a note setting out: <ul style="list-style-type: none"> • 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. <p>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.</p>
	12.0	RESPONSIBLE FINANCIAL OFFICER
	12.1	The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent
		Financial Controls and Procurement
● ■ ▲	12.2	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:
● ■ ▲	12.2 (i)	the keeping of accounting records and systems of internal controls;
● ■ ▲	12.2 (ii).	the assessment and management of financial risks faced by the Council;

● ■ ▲	12.2 (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;
● ■ ▲	12.2 (iv)	the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments;
● ■ ▲	12.2 (v)	procurement policies including the setting of values for different procedures where the contract has an estimated value of less than £25,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
● ■ ▲	12.3	The Council's financial regulations shall be reviewed once a year for fitness of purpose.
● ■ ▲	12.4	Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 12.5 below.
● ■ ▲	12.5	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:
● ■ ▲	12.5 (i)	a specification for the goods, materials, services or the execution of works shall be drawn up;
● ■ ▲	12.5 (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;
● ■ ▲	12.5 (iii)	the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
● ■ ▲	12.5 (iv)	tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
● ■ ▲	12.5 (v)	tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
● ■ ▲	12.5 (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.
● ■ ▲	12.6	Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
● ■ ▲	12.7	A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.
		Expenditure
● ■ ▲	12.8	Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
● ■ ▲	12.9	The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.
		Accounts and Accounting Statements
		"Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide".
● ■ ▲	12.10	All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

● ■ ▲	12.11	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement summarising:
● ■ ▲	12.11(i)	The Council's aggregate receipts and payments (or income and expenditure) for the year to date
● ■ ▲	12.11(ii)	The balances held at the end of each quarter being reported,
● ■ ▲	12.11 (cont)	and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends
● ■ ▲	12.12	As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
● ■ ▲	12.12(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; and
● ■ ▲	12.12(ii)	to the Council the accounting statements for the year in the form prescribed by the annual governance and accountability return, as required by proper practices, for consideration and approval.
● ■ ▲	12.13	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 7 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.
		Estimates / Precepts
● ■ ▲	12.14	The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
	12.15	Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the previous 1 st December.
	13.0	EXECUTION AND SEALING OF LEGAL DEEDS
● ■ ▲	13.1	A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
● ■ ▲	13.2	Subject to standing order 13.1, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.
	14.0	INSPECTION OF DOCUMENTS
	14.1	Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors
	15.0	RESTRICTIONS ON COUNCILLOR ACTIVITIES
	15.1	Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
	15.1 (i)	inspect any land and/or premises which the Council has a right or duty to inspect; or
	15.1 (ii)	issue orders, instructions or directions
	16.0	CODE OF CONDUCT
● ■ ▲	16.1	The code of conduct adopted by the Council shall apply to councillors in respect of all meetings.
● ■ ▲	16.2	An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes subject to the Member having either:

● ■ ▲	16.2 (i)	previously declared the nature of the interest, or
● ■ ▲	16.2 (ii)	if not previously declared completed a disclosure form at the meeting where the interest is first declared.
● ■ ▲	16.3	Dispensation requests shall be in writing and submitted to the standards committee of the County Council as soon as possible before the meeting that the dispensation is required for.
		Code of Conduct Complaints
● ■ ▲	16.4	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 Proper Officer shall report this to the Council.
	16.5	Where the notification in standing order 16.4 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.
	16.6	The Council may:
	16.6 (i)	provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
	16.6 (ii)	seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
	16.6 (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.
		Canvassing of and recommendations by councillors NB see also provisions of Code of Conduct in respect of applications for financial assistance]
● ■ ▲	16.7	Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
● ■ ▲	16.8	A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
● ■ ▲	16.9	This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.
	17.0	RELATIONS WITH THE PRESS/MEDIA
	17.1	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.
	17.2	In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not infer that they are speaking on behalf of the Town Council unless they have been previously authorised to do so by way of Committee Resolution or on the grounds of urgency by the Chair of the relevant Committee
	18.0	RESPONSIBILITIES TO PROVIDE INFORMATION
● ■ ▲	18.1	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
	19.0	RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION (Below is not an exclusive list)
● ■ ▲	19.1	The Council may appoint a Data Protection Officer.
● ■ ▲	19.2	The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.

● ■ ▲	19.3	The Council shall have a written policy in place for responding to and managing a personal data breach.
● ■ ▲	19.4	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.
● ■ ▲	19.5	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.
● ■ ▲	19.6	The Council shall maintain a written record of its processing activities
		Management of Information
● ■ ▲	19.7	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.
● ■ ▲	19.8	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 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).
● ■ ▲	19.9	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.
● ■ ▲	19.10	Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.
	20.0	STANDING ORDERS GENERALLY
	20.1	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.
	20.2	A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.
	21.0	PROVISION/INTERPRETATION OF STANDING ORDERS
	21.1	The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
● ■ ▲	21.2	The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.