

STANDING ORDERS

FOR

COWBRIDGE WITH LLANBLETHIAN TOWN COUNCIL

MEETINGS

1. Save and except for the month of August when there shall be no meeting, meetings of the Council shall be held at the Town Hall, Cowbridge, at 7.00pm, on the third Tuesday each month unless the Council decides at a previous meeting; and shall end no later than 9.00pm. Every Councillor is expected to sign the Record of Attendance.
- 1(b) In the event of a presentation to Council before it's meeting; Standing Orders are suspended beforehand by the Chairman to allow a 7.30pm start with the end no later than 9.30pm.
2. The Statutory Annual General Meeting shall be held in two parts in the month of May, the first part normally to be held on the third Tuesday in the month of May constituting Mayor Making, subsequently adjourned and the second part to be held on the Wednesday following in May and constituting the remainder and main business of the Annual General Meeting.
3. The Clerk shall ensure that Notices of Meetings (Agenda) together with Minutes of the previous meetings are delivered to members not later than Midnight on the Wednesday prior to the Full Council Meeting.
- 4.1. Elections shall be held each year to appoint a Mayor-elect and Deputy Mayor-elect who will take office at the next Annual General Meeting.
 - a) In an election year, at a meeting to be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council.
 - b) In a year which is not an election year, at the March meeting of the Council prior to the Annual General Meeting.

CHAIRMAN OF MEETING

5. At the meeting of the Council, the Mayor, if present, shall preside. If the Mayor is absent from a meeting of the council, the Deputy Mayor, if present, shall preside. If both Mayor and Deputy Mayor are absent from a meeting of the Council, such Councillor as members of the Council present shall choose, may exercise all the powers and duties of the Mayor in relation to the conduct of the meeting.

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CONDUCT AT COUNCIL MEETINGS

6. a) Members of the Council on speaking, shall stand and address the Mayor or Chairman.
- b) Every member shall address and speak to each other in the Council during the transaction of business by the respective titles of Mayor/Councillor, as the case may be.
- c) Every member shall be seated, except the one who may be speaking and when the Mayor rises, no-one else shall continue standing, nor shall anyone also respond until the chair be resumed.
- d) No member present shall leave the Council Meeting without permission from the Mayor.

QUORUM

7. Five members shall constitute a Quorum.
8. If a Quorum is not present when the Council meets, or if during a meeting the number of Councillors present and not debarred by reason of a declared pecuniary interest, falls below the Quorum, the business not transacted at that Meeting shall be transacted at the next meeting or on such other day as the Mayor may fix, subject to seven day's notice.

VOTING

9. Members shall vote by show of hands, or if at least two members so request, by signed ballot.
10. If a member so requires, 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.
11. (1) Subject to (2) and (3) below, the Mayor may give an original vote on any matter put to the vote and in the case of an equality of votes, may give a casting vote even though he gave no original vote.
- (2) If the person presiding at the Annual Meeting would have ceased to be a member of the Council, but for the statutory provisions which preserve the membership of the Mayor and Deputy Mayor until the end of their term of office, he may give an original vote in an election for Mayor in an Election Year only.

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VOTING (continued):-

- (3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor in an Election Year only.

ORDER OF BUSINESS

In an Election Year Councillors shall execute Declarations of Acceptance of Office in the presence of the Town Clerk, or some other person previously authorised by the council to take such declarations at a meeting to be held on the Tuesday next following the fourth day after the ordinary day of elections to the Council.

12. At the Annual General Meeting the business shall be conducted as follows:-
 - a. All members will robe in the Robing Room by 7.00pm and proceed to the Council Chamber in procession at 7.20pm.
 - b. Freeman and other distinguished guests, will take their seats at 7.25pm.
 - c. The retiring Mayor, accompanied by the Mace-Bearers, Chaplain and the Town Clerk will take their places at 7.30pm.
 - d. The retiring Mayor will welcome all present and call upon the Chaplain to open the meeting with prayer.
 - e. The retiring Mayor will call upon a Councillor to propose the Mayor for the ensuing year and another Councillor to second the proposition.
 - f. The Town Clerk will then call upon the Mayor Elect to sign his/her Declaration of Acceptance of Office.
 - g. The Mace-Bearers, retiring Mayor, new Mayor, retiring Mayoress/Consort, new Mayoress/Consort and the Town Clerk will retire to the Mayor's Parlour.
 - h. The Mace-Bearer, new Mayor, Retiring Mayor, new Mayoress/Consort and retiring Mayoress/Consort, followed by the Town Clerk, will return to the Chamber.
 - i. The Town Clerk will call upon the Mayor to make the customary Oath of Allegiance.
 - j. The Mayor will return thanks for his/her election and announce his/her choice of Mayoress / Consort for the ensuing year who will be entitled to wear that chain of office.”
 - k. The Mayor will call upon a Councillor to propose a Vote of Thanks to the retiring Mayor.

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ORDER OF BUSINESS (continued):-

12. At the Annual General Meeting the business shall be conducted as follows continued:-
 - l. The Mayor will call upon another Councillor to second the Vote of Thanks to the retiring Mayor.
 - m. The retiring Mayor will reply to the Vote of Thanks.
 - n. The Mayor will confirm the appointment of the Deputy Mayor Elect as Deputy Mayor and the Town Clerk will call upon him/her to sign his/her Declaration of Acceptance of Office.
 - o. The Mayor will then invest the Deputy Mayor with his/her robe and Badge of Office.
 - p. The Mayoress will then invest the Deputy Mayoress/Consort with her/his Badge of Office.
 - q. The Mayor will adjourn the meeting until the following day and will then invite the assembly to join him/her for refreshments in the Lesser Hall.
 - r. Before retiring for refreshments, the Mayor will call upon the Chaplain to give a Benediction.
 - s. The Mace Bearers, Mayor, Chaplain and Mayoress/Consort, Deputy Mayor and Mayoress/Consort, Town Clerk and Treasurer, followed by the Councillors will lead the way out of the Chambers.
13. At every meeting other than the Annual General Meeting, business of the Council shall be conducted as the following agenda:-
 - a. Apologies for absence;
 - b. To receive declarations of interest;
 - c. The Treasurer's Report;
 - d. To confirm the minutes of the previous meeting of the Council;
 - e. Matters arising from the previous meeting of the Council;
 - f. Community Police Matters;
 - g. Road Safety;
[At this point in the meeting, should there be members of the public present who wish to address the council, the meeting shall be adjourned for a maximum of fifteen minutes and each member of the public present, who wishes to speak, be allotted a set period of time.]
 - h. Reports:-
 - (i) The Mayor;
 - (ii) The Town Clerk (including the schedule of accounts for payments);
 - i. Questions by members to the Chairman of each Standing Committee;
 - j. Reports of members who represent the Council at other meetings;
 - k. Correspondence;
 - l. Documents for sealing;
 - m. Date of next meeting.

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ORDER OF BUSINESS (continued):-

14. A motion to vary the order of business on the grounds of urgency
 - (a) may be proposed by the Mayor or by any member and, if proposed by the Mayor, may be put to the vote without being seconded, and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

15. Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least six clear days before the next meeting of the Council.
16. The Clerk shall date every notice of resolution or recommendation when received by her/him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to inspection by every member of the Council.
17. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received, unless the member giving a notice of motion has stated in writing that he intends to move it at some later meeting, or that he withdraws it.
18. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
19. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the Mayor, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
20. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

21. Resolutions dealing with the following matters may be moved without notice:-
- a. To appoint a Chairman of the meeting;
 - b. To correct the Minutes;
 - c. To approve the Minutes;
 - d. To alter the order of business;
 - e. To proceed to the next business;
 - f. To close or adjourn the debate;
 - g. To refer a matter to a committee;
 - h. To appoint a committee or any member thereof;
 - i. To adopt a report;
 - j. To authorise the sealing of documents;
 - k. To amend a resolution;
 - l. To give leave to withdraw a resolution or an amendment;
 - m. To extend the time limit for speeches;
 - n. To exclude the public (see Order 64 below);
 - o. To silence or eject from the meeting a member named for misconduct (see Order 28 below);
 - p. To invite a member having an interest in the subject matter under debate to remain (see Order 55b below);
 - q. To give the consent of the Council where such consent is required by these Standing Orders;
 - r. To suspend any Standing Order (see Order 75 below).

QUESTIONS

22. A member may ask the Mayor/Chairman or the Clerk any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins.
23. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
24. Every question shall be put and answered without discussion.
25. A person to whom a question has been put may decline to answer.

RULES OF DEBATE

26. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Mayor.

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RULES OF DEBATE continued:-

27.
 - a. A resolution or amendment shall not be discussed unless it has been proposed (and seconded) and, unless proper notice has already been given, it shall, if required by the Mayor, be reduced to writing and handed to him/her before it is further discussed or put to the meeting;
 - b. A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate;
 - c. A member shall direct his speech to the question under discussion or to a personal explanation or to a question or order;
 - d. No speech by a mover of a resolution shall exceed seven minutes, and no other speech shall exceed five minutes, except by consent of the Council;
 - e. An amendment shall be either:-
 - (i) To leave out words;
 - (ii) To leave out words and insert or add others;
 - (iii) To insert or add words;
 - f. An amendment shall not have the effect of negating the motion put before the Council;
 - g. If an amendment be carried, the resolution as amended shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved;
 - h. A further amendment shall not be moved until the Council has disposed of every amendment previously moved;
 - i. The mover of a resolution or an amendment shall have a right of reply, not exceeding five minutes;
 - j. A member, other than the mover of a resolution, shall not without leave of the Council, speak more than once on any resolution, except to move an amendment, or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure;
 - k. A member may rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood;

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RULES OF DEBATE continued:-

- l. A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused;
- m. When a resolution is under debate, no other resolution shall be moved except the following:-
 - (i) To amend the resolution;
 - (ii) To proceed to the next business;
 - (iii) To adjourn the debate;
 - (iv) That the question be now put;
 - (v) That a member named be not further heard;
 - (vi) That a member named do leave the meeting;
 - (vii) That the resolution be referred to a Committee;
 - (viii) To exclude the public and press;
 - (ix) To adjourn the meeting.

DISORDERLY CONDUCT

28.
 - a. No member shall at a meeting persistently disregard the ruling of the Mayor, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
 - b. If, in the opinion of the Mayor, a member has broken the provisions of paragraph (a) of this Order, the Mayor shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting and the motion, if seconded, shall be put forthwith and without discussion.
 - c. If either of the motions mentioned in paragraph (b) is disobeyed, the Mayor may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

RIGHT OF REPLY

29. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

30. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

- 31.
- a. A decision (whether affirmative or negative) of the Council shall not be reversed within six months, except either by a special resolution, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of committee.
 - b. When a special resolution has been disposed of, no similar resolution may be moved within a further six months.

VOTING ON APPOINTMENTS

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

**DISCUSSIONS AND RESOLUTIONS AFFECTING
EMPLOYEES OF THE COUNCIL**

33. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided that the public shall be excluded (see Standing Order No. 64).

RESOLUTION ON EXPENDITURE

34. Any resolution which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee (or of another Committee, after recommendation by the Finance & General Purposes Committee) and which, if carried would in the opinion of the Mayor, substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion and referred to the Finance & General Purposes Committee for further discussion before the next ordinary meeting of the Council.

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EXPENDITURE

35. Payments of accounts due shall be authorised by resolution of the Council.
- a. Authorised signatories on the Council's bank account shall be:- The Mayor, Deputy Mayor, Chairman and Vice Chairman of the Finance & General Purposes Committee and up to two other Councillors nominated by the Council. Any two of the persons so authorised may sign a cheque or other order for payment.
 - b. Petty Cash payments not exceeding a sum specified annually by the Council may be made from a cash float held by the Town Clerk who shall give an account of these transactions at least once per month.
 - c. An account shall be maintained of the V.A.T. element in all receipts and payments and a reimbursement claim shall be submitted quarterly to H.M. Customs & Excise.

SEALING OF DOCUMENTS

- 36.
- a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
 - b. The Council's common seal shall alone be used for sealing documents. It shall be applied by the proper officer in the presence of the Mayor.

COMMITTEES AND SUB-COMMITTEES

37. The Council shall at the Annual General Meeting appoint the following Standing Committees:-
- The Leisure and Amenities Committee;
The Planning Committee;
The Town Hall Committee;
The Finance and General Purposes Committee.
38. The Council may at any other time appoint such other Committees as are necessary.
39. Subject to any statutory provisions in that behalf, the Council:-
- a. shall not appoint any member of a committee so as to hold office later than the Annual General Meeting and
 - b. may, subject to the provisions of order 31 above, at any time dissolve or alter the membership of a committee.

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COMMITTEES AND SUB-COMMITTEES continued:-

40. Each committee will comprise of the Mayor and Deputy Mayor and, with the exception of the Finance and General Purposes Committee, a maximum of seven other members. The Finance and General Purposes Committee shall, as appropriate, co-opt as additional members the Chairman (or Vice Chairman) of the Leisure and Amenities Committee, and the Chairman (or Vice Chairman) of the Town Hall Committee.
41. 'An Emergency Committee, comprising of the Mayor, Deputy Mayor, and the Chairmen of the four standing Committees, shall have plenary powers to deal with any items of urgent business arising which will then be reported to Full Council'.
42. No member other than the Mayor and Deputy Mayor and, as appropriate, the Chairmen (or Vice Chairmen) of the Leisure and Amenities and Town Hall Committees (see Order 40 above), may serve on more than two standing Committees.
43.
 - a. Every Committee shall at its first meeting, before proceeding to any other business, elect a Chairman and Vice-Chairman who shall hold office until the next Annual General Meeting of the Council and shall settle the programme of its meetings for the year.
 - b. At any meeting of a Committee, the Chairman shall preside. In his/her absence the Vice-Chairman will preside. In the absence of both Chairman and Vice-Chairman the Councillors present shall elect one of their number as Chairman for that evening.
 - c. No member shall be appointed Chairman or Vice-Chairman of more than one standing committee.
44. Except during the month of August, standing committees shall meet monthly in accordance with a schedule issued by the Town Council at the Annual General Meeting.

The Chairman of a committee or the Mayor of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing, of not 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.
45. Every committee may appoint sub-committees for purposes to be specified by the committee.
46. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it, unless they specify that they do not wish to serve.

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COMMITTEES AND SUB-COMMITTEES continued:-

47. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be three members.
48. 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 and sub-committee meetings.

VOTING IN COMMITTEES

49. Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
50. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

51. A member who has proposed a resolution which has been referred to any committee, of which he is not a member, may explain his resolution to the committee, but shall not vote.

ACCOUNTS AND FINANCIAL STATEMENT

52.
 - a. Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council;
 - b. Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Mayor or Deputy Mayor.
 - c. All payments ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the Council.

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ACCOUNTS AND FINANCIAL STATEMENT continued:-

- 53.
- a. The Responsible Financial Officer (RFO) to submit a progress statement of income and expenditure compared with estimates to each regular meeting of the Finance & General Purposes Committee and Full Council Meeting.
 - b. The Treasurer shall submit a statement of bank balances to each regular meeting of the Finance & General Purposes Committee and Full Council Meeting.

ESTIMATES

- 54.
- a. The Council shall approve written estimates for the coming financial year at its meeting in the month of January;
 - b. Any committee desiring to incur expenditure shall, not later than the Wednesday preceding the meeting to be held in November, give the Clerk a written estimate of the expenditure recommended for the coming year.

The annual estimates should include:-

1. An allowance to cover the expenses necessarily incurred by the Mayor in the performance of his/her duties;
2. A provision for entertainment at civic functions authorised by the Council.

INTERESTS

55. All members shall observe this Council's Code of Conduct for the time being adopted under Local Government Act 2000 and shall make any declarations of interest, either direct or indirect, in accordance with the code, unless dispensation has been sought.
56. The Clerk shall record in a book to be kept for the purpose particulars of any notice given by any member or any officer of the Council of a pecuniary interest in a contract and the book shall be open during reasonable hours of the day for the inspection of any member (see Standing Order 61).
57. All agendas of the Town Council shall contain 'Declarations of Interest' and forms for disclosure of member's interests shall be sent out with all agendas and sent to each member.

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INTERESTS continued:-

58. If a candidate for any appointment under the Council is to his knowledge related to any member of, or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosures. Where relationship to a member is disclosed, Standing Order 57 shall apply (see Standing Order 61). The Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING AND RECOMMENDATIONS BY MEMBERS

- 59.
- a. Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of this sub paragraph of this Standing Order to every candidate;
 - b. A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for such submission to the Council with an application for appointment.
60. Standing Orders Nos. 58 and 59 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

61. A member may for the purposes of his duty as such (but not otherwise) inspect any document in possession of the Council or a committee and, if copies are available, shall, on request, be supplied for the like purpose with a copy.

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INSPECTION OF DOCUMENTS continued:-

- 62.
- a. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council;
 - b. Minutes of the Council meeting shall not be published until approved by the Council;
 - c. A person entitled to inspect the accounts and supporting documents of the Council shall not be entitled to inspect any part of a document which contains personal information about a member of the Council's staff, nor shall be able to require disclosure of such information by questions. Information is personal for these purposes if it relates specifically to an individual and is available to the Council because the person is or was an employee of the Council.

UNAUTHORISED ACTIVITIES

63. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-
- a. Inspect any lands or premises which the Council has a right or duty to inspect, or
 - b. issue orders, unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

- 64.
- a. The public (which includes the press) shall be admitted to, but not participate in, meetings of the Council, and its committees, which may, however, temporarily exclude the public by means of the following resolution, viz.:-

"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."
Refer Standing Order 33.
 - b. The use of tape recorders or similar devices is not permitted at any meeting of the Council.
65. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

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ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS continued:-

66. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the Council Chamber.

CONFIDENTIAL BUSINESS

- 67.
- a. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be;
 - b. Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

CASUAL VACANCIES

68. Where there is no public request for an election to fill a casual vacancy arising on the Council by the date set by the Electoral Registration Officer for such a request, the Council shall within 40 days thereafter, fill that vacancy by co-option. An Appointments Committee shall comprise of the Mayor or Immediate Past Mayor* plus three other members of the Town Council and the selection of the Chairman of the Committee be made at its first meeting. **Either the Mayor or Immediate Past Mayor may be one of the three.* The Committee shall interview candidates and make a recommendation to the Council. The successful candidate shall be invited to sign his/her declaration of acceptance of office before the expiry of the prescribed period.

SECURITY

69. Apart from authorised officers of the Council, the only persons entrusted with keys gaining access to the Town Hall shall be the Mayor, Deputy Mayor, Chairman and Vice Chairman of the Town Hall Committee; and for the Council Chamber only, the chairmen of the three remaining standing committees.
Keys will be issued to, and signed for by, the Mayor and Deputy Mayor at the Annual General Meeting, the Chairman of Standing Committees and Vice Chairman of the Town Hall Committee upon appointment. These keys shall be surrendered to the Town Clerk at the next Annual General Meeting.

LIAISON WITH THE UNITARY AUTHORITY COUNCILLORS

70. A notice of Council meetings shall be sent, together with an invitation to attend to the Unitary Authority Councillors for the Cowbridge with Llanblethian electoral area.
71. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the Unitary Authority Councillors shall be transmitted to the Unitary Authority Councillors as the case may require.

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PLANNING APPLICATIONS

- 72.
- a. The Clerk shall, as soon as it is received, enter in the book kept for the purpose, the following particulars of every planning application notified to the Council:-
 - (i) the date on which it was received;
 - (ii) the name of the applicant;
 - (iii) the place to which it relates;
 - (iv) a summary of the nature of the application;
 - b. The Clerk shall refer every planning application to the Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receiving it;
 - c. A notice of the Planning Applications to be discussed by the Planning Committee to be placed in the Notice Board outside the Town Hall for public display.
 - d. Planning applications shall be considered at the next regular meeting of the Planning Committee, or at a meeting specially convened for the purpose. The comments made by the Planning Committee shall be submitted to the Council for approval before submission to the Vale of Glamorgan Council. Where the time-scale set by the Vale of Glamorgan Council makes this necessary, the Planning Committee shall have plenary powers to submit their comments directly to the Vale of Glamorgan Council, subject to subsequent ratification by the Council.

STANDING ORDER ON CONTRACTS

- 73.
- a. Where it is intended to enter into a contract for the supply of goods or services, or for the execution of works exceeding in value £5,000, the Clerk shall obtain at least three competitive tenders;
 - b. Where the value of the intended contract exceeds £10,000, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given;
 - c. Where the value of the intended contract exceeds £25,000, similar notice shall be given in addition to all firms included in the appropriate standing approved list of contractors maintained by the Vale of Glamorgan Council or, if no such list is maintained, then in any such newspaper circulated in the district as the Council shall direct and shall set the general nature of the intended contract and the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person on the ordinary course of the post;

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STANDING ORDER ON CONTRACTS continued:-

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- d. No tender shall be received except in a closed envelope properly endorsed by the Clerk and shall be opened at one time and in the joint presence of such member, or members of the Council as may have been designated for the purpose by the Council or such committee as appropriate and the Town Clerk or such other official of the Council as may be designated for that purpose;
- e. Neither the Council nor any committee or sub-committee is bound to accept the lowest tender, but if not choosing the lowest must record a reason for such choice;
- f. If no tenders are received, or if all the tenders are identical, the Council may make such arrangements for procuring the goods or services or executing the works as it thinks fit.

CODE OF CONDUCT ON COMPLAINTS

- 74. The Council shall deal with complaints on mal-administration allegedly committed by the Council or by any officer or member in the manner recommended in Circular 2/86 issued by the National Association of Local Councils.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

- 75. Any or every part of the Standing Orders may be suspended by resolution in relation to any specific item of business.
- 76. Standing Orders may be amended, by way of addition, revocation or variance at any Council meeting during the year, after the approval by the Finance and General Purposes Committee and by giving written notice on the relevant Council Agenda.

STANDING ORDERS TO BE GIVEN TO MEMBERS

- 77. The Town Clerk shall give a copy of these Standing Orders to each member upon the signing by him/her of the Declaration of Acceptance of Office.

NOTE:- These Standing Orders took effect on 16th September 2015

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**COWBRIDGE WITH LLANBLETHIAN
TOWN COUNCIL**

STANDING ORDERS

REVISED SEPTEMBER 2015

**COWBRIDGE TOWN COUNCIL - STANDING
ORDERS & CODE OF CONDUCT
(VERTICAL)**