



SULLY AND LAVERNOCK COMMUNITY COUNCIL STANDING ORDERS (REVISED FEB 2023)

**National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD**

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of One Voice Wales have permission to edit and use the model standing orders in this publication for their governance purposes.

Permission is given to use NALC's logo in the presented format only.

INTRODUCTION	4
1. RULES OF DEBATE AT MEETINGS.....	5
2. DISORDERLY CONDUCT AT MEETINGS.....	6
3. MEETINGS GENERALLY.....	6
4. COMMITTEES AND SUB-COMMITTEES.....	9
5. ORDINARY COUNCIL MEETINGS.....	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	12
7. PREVIOUS RESOLUTIONS.....	12
8. VOTING ON APPOINTMENTS.....	13
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	13
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE.....	13
11. MANAGEMENT OF INFORMATION.....	15
12. DRAFT MINUTES	15
13. CODE OF CONDUCT AND DISPENSATIONS	16
14. CODE OF CONDUCT COMPLAINTS	16
15. PROPER OFFICER.....	17
16. RESPONSIBLE FINANCIAL OFFICER	18
17. ACCOUNTS AND ACCOUNTING STATEMENTS.....	19
18. FINANCIAL CONTROLS AND PROCUREMENT	19
19. HANDLING STAFF MATTERS	21
20. RESPONSIBILITIES TO PROVIDE INFORMATION.....	21
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION	22
22. RELATIONS WITH THE PRESS/MEDIA	22
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	22
24. RESTRICTIONS ON COUNCILLOR ACTIVITIES	23
25. STANDING ORDERS GENERALLY.....	23

INTRODUCTION

These standing orders have been prepared using the NALC model standing orders. The National Association of Local Council's (NALC) model standing orders are contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). These standing orders are based on the new model standing orders which reference new legislation introduced after 2013. This would have been when the last model standing orders for reference were published.

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Standing orders that are in bold type contain legal and statutory requirements. The standing orders not in bold are designed to help Sully and Lavernock Community Council operate effectively and have been amended to suit the council's needs.

1 RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- e 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.
- f An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- g A councillor may move an amendment to his 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.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- j One or more amendments may be discussed together if the chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- n Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor.
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke.
 - iii. to make a point of order.
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- o 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.
- p A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion.
 - ii. to proceed to the next business.
 - iii. to adjourn the debate.
 - iv. to put the motion to a vote.
 - v. to ask a person to be no longer heard or to leave the meeting.
 - vi. to refer a motion to a working group for consideration.
 - vii. to exclude the public and press.
 - viii. to adjourn the meeting; or
 - ix. to suspend a particular standing order or orders, excepting those which are mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman 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 right of reply.

2 DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregards the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman 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.

3 MEETINGS GENERALLY

- a **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.**
- b **The minimum three clear days for notice of a meeting does not include the day on which 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.**
- c **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's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d **Should the Community Council decide that meetings be held remotely then the council's remote meetings protocol shall apply. Should meetings be hybrid in nature then the remote meetings protocol shall apply to those attending in that capacity (this includes those participating by telephone).**
- e At the discretion of the Chairman members of the public may make representations, answer questions, and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, unless doing so is prejudicial to the effective conduct of the meeting. Members of the public cannot take part in any debate on agenda items.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given at a later date.

- h A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort) This does not apply to meetings held remotely. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.**
- l **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.**
- m **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- n **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- o **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.**
- p **The chairman 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 his casting vote whether or not he gave an original vote.**
- q **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. 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. Such a request shall be made before moving on to the next item of business on the agenda.**

- r The minutes of a meeting shall include an accurate record of the following:
- i. The time and place of the meeting.
 - ii. The names of councillors who are present and the names of councillors who are absent.
 - iii. Interests that have been declared by councillors.
 - iv. The grant of dispensations (if any) to councillors.
 - v. Whether a councillor left the meeting when matters that they held interests in were being considered.
 - vi. If there was a public participation session.
 - vii. The resolutions made.
- s **A councillor who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts his right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.**
 - t **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.**
 - u **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.**
- v A meeting shall not exceed a period of 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:

- i. shall determine their terms of reference including the delegation of powers, permissions, or authorities.
- ii. may determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
- iii. may permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer () days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee.
- vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee.
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
- ix. shall determine if the public may participate at a meeting of a committee.
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5 ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council**

shall be held on such day in May as the Council decides.

- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office, and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman 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 Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;

- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. Review of inventory of land and other assets including buildings and office equipment;
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xiv. Review of the Council's and/or staff subscriptions to other bodies;
- xv. Review of the Council's complaints procedure;
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xvii. Review of the Council's policy for dealing with the press/media;
- xviii. Review of the Council's employment policies and procedures;
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the power of well-being.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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.

7 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a Working Group.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8 VOTING ON APPOINTMENTS

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

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a Every motion and resolution shall relate to the Community Councils statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Councils area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(a), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(a) 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.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting.
- ii. to move to a vote.
- iii. to defer consideration of a motion.
- iv. to refer a motion to a particular Working Group
- v. to appoint a person to preside at a meeting.
- vi. to change the order of business on the agenda.
- vii. to proceed to the next business on the agenda.
- viii. to require a written report.
- ix. To appoint a person to preside at a meeting
- x. To approve the absence of Councillors
- xi. To approve the accuracy of the minutes of a previous meeting
- xii. To dispose of business, if any, from the last meeting
- xiii. To alter the order of business on the agenda at the discretion of the Chairman
- xiv. To close or curtail debate
- xv. To appoint a Working Group or any Councillors thereon
- xvi. To receive nominations to a Working Group
- xvii. To note the minutes of a Working Group
- xviii. To consider a report and/or recommendations made by a Working Group or an employee
- xix. To consider a report and/or recommendations made by a professional advisor, expert or consultant
- xx. To authorise legal deeds signed by two Councillors and witnessed
- xxi. To authorise the payment of monies up to £500
- xxii. To answer questions from Councillors
- xxiii. to extend the time limits for speaking.
- xxiv. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- xxv. to not hear further from a councillor or a member of the public.
- xxvi. to exclude a councillor or member of the public for disorderly conduct.

- xxvii. to temporarily suspend the meeting.
- xxviii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
- xxix. to adjourn the meeting; or
- xxx. to close the meeting.

11 MANAGEMENT OF INFORMATION

See also standing order 20.

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

12 DRAFT MINUTES

- a **If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b **There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).**

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution, and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e Subject to standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT, POLICIES AND DISPENSATIONS

- a **All Councillors, whether elected or co-opted, shall comply with the code of conduct, and all policies and procedures devised and adopted by the Community Council.**
- b All councillors shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form. The organisation of the training shall be the responsibility of the newly appointed councillor who shall notify the Clerk of the date of any training.
- c **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.

14 CODE OF CONDUCT COMPLAINTS

- a Any alleged breaches of the code of conduct should be reported in writing to either the proper officer, in order that the matter is dealt with in line with the Community Councils resolution policy or to the monitoring officer for advice/guidance.
- b Upon notification by the Public Services Ombudsman for Wales dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall subject to data protection procedure/policies report this to the Council.
- c Where the notification in standing order 14(a) relates to a complaint made by

the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

- d All matters concerning any complaint shall be kept confidential and dealt with in line with the policies and procedures of the Community Council. Only those delegated to deal with complaints will be furnished with the relevant information to enable them to deal with the complaint.
- e The Council may:
 - i. Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
 - iii. Indemnify the councillor in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15 PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk to the Council or (ii) other staff member (s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **At least three clear days before a meeting of the council**
 - **Serve on councillors by e mail or in writing a summons confirming the time, place and the agenda provided it contains an electronic signature and title of the proper officer; and**
 - **Provide, in a conspicuous place, public 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 publish electronically 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.**
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of Council for the election of a new Chairman of**

the Council, occasioned by a casual vacancy in his office.

- iv. **facilitate inspection of the minute book by local government electors.**
- v. **receive and retain copies of byelaws made by other local authorities.**
- vi. hold acceptance of office forms from councillors.
- vii. hold a copy of every councillor's register of interests.
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. liaise, as appropriate, with the Council's Data Protection Officer.
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xi. 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).
- xii. arrange for legal deeds to be executed.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xv. The proper officer will undertake actions or activities as indicated in standing orders or by resolution at a Community Council meeting

16 RESPONSIBLE FINANCIAL OFFICER

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

17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils in Wales – A Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council’s financial regulations.
- c The responsible Financial officer shall, where possible, supply to each councillor from time to time, but not exceeding a quarterly period, a statement summarising the council’s receipts and payments for each period and the balances held. This statement should include a comparison with the budget for the financial year. A financial statement prepared on the appropriate accounting basis (receipts and payments or income and expenditure) for a year to 31st March shall be presented to each councillor before the end of the following month of May. The statement of accounts of the council following external audit, including the annual governance statement, shall be presented to the council for formal approval before the 30th June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
 - v. Procurement policies including the setting of values for different procedures where a contract has an estimated value of less than £1500 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c 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 over £15,000 shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up.
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process.
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate.
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
 - 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.
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or working group
- d The Community Council when considering tenders, is not bound to accept the lowest value tender.
- e **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.**
- f **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or a working group will be treated as confidential in that the press and public will be excluded. Any minutes shall be written accordingly, and all information is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the chairman of the absence or, if he is not available, the vice-chairman of absence occasioned by illness or other reason.
- c The chairman of the Personnel Working Group or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Working Group. The Clerk will be responsible for the reviews and appraisal of other staff.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other members of staff) shall contact the chairman of the Personnel Working Group or in his absence, the vice-chairman of the Personnel Working Group in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Working Group.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by any employee relates to the chairman or vice-chairman of the Personnel Working Group this shall be communicated to another member of the Personnel Working Group, which shall be reported back and progressed by resolution of the Personnel Working Group
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h Access and means of access by keys and/or computer passwords to staff records relating to sickness/employment/discipline/grievance etc shall be provided only to the proper officer and in his absence the chair of the Council.

20 RESPONSIBILITIES TO PROVIDE INFORMATION

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

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

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

22 RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media unless expressly authorised to do so.

23 EXECUTION AND SEALING OF LEGAL DEEDS

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

25 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

To be reviewed annually. Next review 1st February 2024.