

**LLANGERNYW COMMUNITY COUNCIL
STANDING ORDERS**

1. Meetings - Welsh is the Official Language of each meeting

- 1.1 Meetings are held in Llangernyw (Canolfan Bro Cernyw) or in Gwytherin (Canolfan Gymdeithasol) or in Pandy Tudur (Chapel Vestry) at 7:30pm on the last Wednesday each month or convenient date. **Due to Covid-19 and any future crisis, Llangernyw Community Council be able to hold virtual meetings to discuss matters.**
- 1.2 **Annual General Meeting (a) during election year it will be held between 4 and 18 days after the date of the election and (b) when there is no election it will be held in May**
- 1.3 **There will be no need to meet in August, as long as there are no urgent matters to discuss.**
- 1.4 A translator will be present if required through arrangement beforehand with the Clerk or Chairman.

2. Chairman

- 2.1 The Presiding Officer of the meeting will be the elected Chairman, or vice-chairman. In the absence of both a chairman will be elected for the night.

3. Proper Officer

- 3.1 The Clerk appointed by the Council is the Proper Officer and the duties include:
 - 3.1.1 Receive declarations accepting councillor positions.
 - 3.1.2 Receive and note financial notices.
 - 3.1.3 Receive and keep plans and other documentation.
 - 3.1.4 Place advertisements and other documentation on behalf of the Council.
 - 3.1.5 Receive copies of regulations by Governing Bodies.
 - 3.1.6 Sign announcements to attend meetings.
 - 3.1.7 Any other additional duties with the permission of the Council.
- 3.2 **During a period where there is no Clerk the duties are to be shared between the councillors which are noted in 3.1 above.**

4. Quorum

- 4.1 Three Members.
- 4.2 If there are not three present (following declarations of interest being made) the Chairman can move the matter under discussion to another meeting.

5. Voting

- 5.1 By raising a hand if this is the wish of two members.
- 5.2 A member can, if they wish, ask the Clerk to record the names of members that voted for or against any matter discussed.
 - 5.2.1 The Chairman will have two votes, one on the original vote and one advantage vote.
 - 5.2.2 If the president of the Annual General Meeting is not a Councillor, but chairs the meeting until choosing a Chairman, they do not have the original vote in the choice of Chairman.
 - 5.2.3 The President will have to use the advantageous vote to choose a Chairman when there are tied votes.

6. Order of Business

- 6.1 In each Annual General Meeting of the Council, the first matter will be
 - 6.1.1 Elect a Chairman
 - 6.1.2 Receive a Statement accepting the role by the Chairman
 - 6.1.3 Receive a statement accepting roles by members
 - 6.1.4 Elect a Vice-Chairman
 - 6.1.5 Elect sub-committees (if required)

- 6.2 In every other meeting (excluding the Annual General Meeting) the first matter will be choosing a Chairman if the Chairman and the Vice-Chairman are absent.
- 6.3 Every other year advertise and accept estimates for work on behalf of the Council by contractors.
- 6.4 Agreeing order of discussion
 - 6.4.1 The minutes should have been read by each member and accepted as correct. No discussion of the minutes will be allowed if they are not accepted as correct. Any amendments to minutes need to be made by proposing during a meeting, and the Chairman will have to sign any corrections.
 - 6.4.2 The minutes are signed as correct by the Chairman.
 - 6.4.3 To deal with any matters from the minutes, or matters that were not concluded during the last meeting.
 - 6.4.4 Receive any correspondence before the Council to discuss.
 - 6.4.5 To answer any questions.
 - 6.4.6 To receive reports from sub-committees.
 - 6.4.7 To receive reports from members or officials of the Council.
 - 6.4.8 Authorise signing payments.
 - 6.4.9 Any other matter(s) included in the Agenda.
- 6.5 A proposal can be made to change the order of the matters on the basis of urgency.
 - 6.5.1 By the Chairman or another member, and if by the Chairman they will be able to vote without being seconded and without further discussion.

7. Proposals before the committee without notice

Proposals can be made dealing with the following matters without notice

- 7.1 Choose a Chairman for the meeting.
- 7.2 Correct minutes.
- 7.3 Accept the minutes.
- 7.4 Change the order of matters to be discussed.
- 7.5 Move on to the next item.
- 7.6 Close discussion on a topic.
- 7.7 Put a matter in the hands of councillors.
- 7.8 Chose a committee and the members on it.
- 7.9 To accept a report.
- 7.10 To change proposal.
- 7.11 To withdraw proposal.
- 7.12 To prohibit the public.
- 7.13 To calm down or prohibit a member of the meeting that has been named for misconduct.
- 7.14 To ban any member from remaining in the meeting that has declared an interest under discussion.
- 7.15 To give permission to the Council where permission is required due to these Standing Orders.
- 7.16 To ostracize any Rule.

8. Misconduct

- 8.1 No member should ignore the Chairman's decision, interfere in matters under discussion, behave inappropriately or bring mockery or contempt on the Council.
- 8.2 If, in the Chairman's judgement, a member has broken the above (8.1) the Chairman can ask the member to be silent, or leave the meeting (after being seconded) without hesitation or further discussion.
- 8.3 If the above (8.1 and 8.2) are not adhered to the Chairman can bring the meeting to a close.

9. Vote on empty positions

- 9.1 Where there are more than two persons proposed for the vacancy, and where there is not a majority in favour of one, the person with the least votes will be removed from the

list. There will then be another vote. This will go on until there is an individual with the majority of votes.

10. Discussions that affect worker(s) of the Council

10.1 No discussion can continue until a decision has been made to prohibit members of the public.

11. Payments

11.1 Payments must be authorised by proposing the payment before the meeting and two members have to sign cheques (Section 5.3 Financial Rules).

12. Committees and Sub-Committees

12.1 The Council can during the Annual General Meeting or during any meeting, appoint any committee required.

12.1.1 Members of sub-committees will be re-elected in the Annual General Meeting.

12.1.2 The Council can bring the committee to a close or change its members at any time.

12.2 There will be a Chairman for each sub-committee.

12.3 A Chairman must be appointed as the first order of business during the first meeting and will be in the post until the next Annual General Meeting.

12.4 The Chairman of the committee, or Council Chairman can call for additional meetings of the committee at any time. Also, a quarter of the members can, after a written request, ask for an/a additional meeting(s).

12.5 Each committee can arrange a sub-committee for the appointed purpose of the committee.

12.6 A quorum will be half the members, unless the Council decides otherwise.

13. Voting in meetings

13.1 Members of committees can vote by raising a hand, or if two members insist, by secret vote.

13.2 When there is a tied vote the Chairman can use their second vote.

14. The presence of anyone who is not a member of the committee

14.1 A person can voice their opinion or provide assistance or any committee without being a member of the committee, however they cannot vote.

15. Accounts and financial statement

15.1 Each payment must come before the Council before payment as follows

15.1.1 Where payment is required before it can be signed by the Council

The Proper Officer (Clerk or Councillor) will have to provide a reason for urgent payment and also confirmation that the sum tenable is correct, then the Chairman or Vice-Chairman can authorise the payment.

15.1.2 When payment as above has been made, it will be discussed separately when the Council next discusses payments.

15.2 Each member of the Council will be provided with a report of expenditure and receipts each quarter and at the end of the financial year by the Clerk or Proper Officer/Financial Officer.

16. If a member has financial interest, whether directly or indirectly (as defined in Llangernyw Community Council Code of Conduct adopted under Section 51 of Local Government Act 2000 in September 2008) in any contract or other activity, the member should leave the meeting whilst the discussion is ongoing. But

16.1 The Council can invite the member to stay.

16.2 The discussion is part of a report from a committee and not a point of discussion on its own.

17. Under the Local Government Act 2000 a Notice by a Member of Local Authority of Financial Interest and Others is required. Conwy County Borough Council's form to be used for this purpose.

18. No member of a committee or Council can canvass on behalf of any candidate, or any contract. This would disqualify the person from the role or contract.

19. Inspecting Documents

19.1 Any member (as part of their role) can inspect any document in the Council's possession, and if copies are available, claim one.

19.2 All minutes of the Council or committee will be available for inspection for any member of the Council.

20. Public Access to Meetings

20.1 The public has the right to attend all Council meetings and sub-committees. They can be excluded from the meeting temporarily as follows

20.1.1 When a confidential matter is to be discussed.

20.1.2 If a member of the public interrupts the discussion during a meeting, the Chairman can, after giving the individual a warning, force them to leave the meeting.

20.2 A separate total of twenty minutes of the meeting for members of the public to give their statements and each individual has three minutes to do so. Only items that have been received by the Clerk or Chairman.

20.3 If a meeting of the Council is virtual, members of the public are allowed to join if they wish.

21. Confidential Matters

21.1 No member of the Council or committee can disclose to any person who is not a member of the Council details about any matter that is deemed confidential by the Council (see Community Council's Code of Conduct Section 2 Number 5).

22. Cooperate with Conwy County Borough Council's Councillors

22.1 Notification is sent with invitation to attend the meetings to the member representing the area.

23. Tenders

23.1 There is no obligation on the Council or its committees to accept the lowest tender.

23.2 Adverts for applications can be placed in the local paper, on the Council's advertisement board and in the local shops to include the post offices.

23.3 If the tenders are not received or if they are exactly the same, the Council can make arrangements as suitable in the members' opinion.

24. Code of Conduct for Complaints

24.1 The Council will act upon complaints for alleged misadministration by the Council or any member in the way noted in the Community Council's 'Complaints Handling Policy'.

25. Change, dismiss or defer Standing Orders

25.1 All sections of the Standing Orders can be deferred at any time except for the ones in **bold print** by putting a motion forward and doing so in connection with any item of business.

25.2 Any motion to add to, change or dismiss the Standing Orders when the motion is proposed and seconded will stand without discussion until the next Annual General Meeting of the Council.

26. A copy of the Standing Orders will be provided to each member of the Council once they have received the declaration to accept the position.

Accepted by the Community Council on 22nd July 2020

Signed: _____
Clwyd Roberts