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# **Cowbridge with Llanblethian Town Council**



## **Standing Orders**

## 1. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- 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 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 on the grounds of emergency .
- d 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.
- e 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. (*see Cowbridge with Llanblethian Town Council Public Question Time Protocol*)
- f The period of time designated for public participation at a meeting in accordance with standing order 1(e) shall not **exceed 10 minutes**.
- g Subject to standing order 1(f), a member of the public shall not speak for more than **3 minutes**.
- h A question put by a member of the public 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.
- i A person shall stand when requesting to speak and 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.

- j A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
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- k 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.
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- l Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior written consent.
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- m 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.
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- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- 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. Members may request for a vote to be recorded in the minutes by number and or by name.
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- p 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 he gave an original vote.
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- 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- 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 and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and the resolutions made.
- s A councillor or a non-councillor with voting rights who has a personal or
  - prejudicial interest in a matter being considered at a meeting which limits or
  - restricts 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 **Quorum** - 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. (For Committee Quorum see 2.m below)

## 2. COMMITTEES AND SUB-COMMITTEES

- a. The Council at its Annual Meeting shall elect standing Committees (see 2g below) and may at any other time appoint such Committees by election as are necessary and decide upon their members, remit and authority for the ensuing year.
- b. A committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- c. There will be a minimum of 5 members of each of the 4 standing Committees (see 2g below) including the Mayor and Deputy Mayor who shall be ex officio members of all Committees. The normal maximum number of members of each of the 4 standing Committees (see 2g below) including the Mayor and Deputy Mayor shall be 8, but no Councillor will be prevented from sitting on a Committee of their choice. Members would normally sit on 2 standing committees only but each Councillor may serve on any number of Committees if duly elected.
- d. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- e. Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- f. The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. may, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
- v. shall permit all committees including standing committees, to appoint their own Chair at the first meeting of the committee;
- vi. 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;
- vii. shall determine if the public may participate at a meeting of a committee;
- viii. 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;
- ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- x. may dissolve a committee or a sub-committee.

g. The 4 standing committees are:-

Planning  
 Leisure and Amenities  
 Finance and Governance  
 Town Hall

The Staffing Committee ex officio members are the Mayor (Chair), Deputy Mayor (Deputy Chair) and the most recent Past Mayor not currently Mayor or Deputy Mayor. Up to 2 additional members may be elected at the discretion of the Council. The Staffing Committee will meet as necessary but at least twice per annum.

h. Each Member may only be elected Chair of one of the 4 Standing Committees.

i. **The Planning Committee has delegated authority as follows:**

The Town Clerk on receipt of planning applications shall record such applications for submission to the first available meeting of the Planning Committee. The Town Clerk shall send all planning application upon receipt from the Vale of Glamorgan Council by email to Planning Committee Members.

planning committee prior to such meeting taking place.

All planning applications may be determined by the Planning Committee (unless the Committee feels that such application is of a sensitive nature and should be referred with a recommendation to the Full Council).

All other matters are to be decided by way of recommendation to the Full Council and in accordance with the remit confirmed at the Annual Meeting of the Council.

- j. Every Member may attend a Committee Meeting but will not be invited to participate or vote. A Councillor (who is not a member of the Committee) wishing to make representation at a Committee must make a formal request in writing to the Chair of the said Committee at least 3 clear days prior to the meeting taking place.

- k. **Voting in Committees**

Members of Committees (including ex-officio the Mayor and Deputy Mayor) are entitled to Vote and shall do so by a show of hands or if two of the members present requests by secret ballot.

A Councillor is not bound to uphold the way he or she voted in Committee when the resolution is debated by the full Council should there be a vote at that time.

The Chair of Committees and Sub Committees shall in the case of equality in votes have a second or casting vote.

- l. **Committee Rights**

For clarity a Councillor who has been suspended or temporarily removed from a committee by the Council will not be allowed to speak and make recommendations to the committee until such time as the suspension/temporary removal has been rescinded by the Council.

- m. Quorum - No business may be transacted at a committee meeting unless at least 3 members of the Committee are present

### **3. 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 5, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 5 has been disposed of, no similar motion may be moved for a further six months.

### **4. 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 Chair of the meeting.

## **5 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it relates to business listed on the agenda.
- c Members wishing to place an item on the agenda may do so by submitting detail in writing 5 clear days in advance of the meeting to the Proper Officer.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 5c 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 Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- i In exceptional circumstances and on grounds of expediency the Proper Officer with the permission of the Chair may request that an additional item is discussed at Council\Committee.

## **6. 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 committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting;
- xvii. to facilitate the conclusion of the agenda as set, to extend the time limit of the meeting for no longer than a period **of 30 minutes** (*see 25.e*)
- xviii. to close the meeting.

## **7. 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.
- c 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.



- d If the Chair 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 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 view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”**

- e 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.

## **8. CONFIDENTIAL BUSINESS**

- 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 above provisions of this Standing Order shall be removed from any Committee or Sub Committee of the Council by the Council or Town Clerk

## **9. MANAGEMENT OF INFORMATION**

- 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.

## **10. CODE OF CONDUCT AND DISPENSATIONS**

- a Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council

- b Dispensation requests shall be in writing and submitted to the standards committee of the Local Authority as soon as possible before the meeting that the dispensation is required for.

## **11. CODE OF CONDUCT MEMBERS**

- a. All members must observe the Code of Conduct which was adopted by the Council and which shall be issued to each Councillor on election.
- b. All councillors and non-councillors with voting rights shall undertake training in the code of conduct within 6 months of the delivery of their acceptance of office.
- c. No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- d. If in the opinion of the Chair, a Member has broken the provisions of section(c.) above of this Order, the Chair 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 leaves the meeting, and that the motion, if seconded, shall fail without discussion.
- e. Upon receipt of a complaint in writing alleging a breach by a member of the Code of Conduct, the council's complaints procedure shall be followed. The Town Clerk shall notify the complainant of their rights to make a complaint to the Local Government Ombudsman

## **12. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the Vale of Glamorgan Council 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.
- b. Where the notification 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.
- c. The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
  - iii. indemnify the councillor or non-councillor with voting rights in respect of his related legal costs and any such indemnity is subject to approval by a meeting of the Council.

### 13. PROPER OFFICER

- a 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 Proper Officer is absent.
- b The Proper Officer shall:
  - i. at least three clear days before a meeting of the council, a committee or a sub-committee:
    - serve on councillors by delivery or post at their residences a signed summons confirming the time, place and the agenda; 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 5 (b)(f), 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 Chair 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. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee 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 Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

#### **14. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor in summary:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

- ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **15. 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. subject to standing orders contracts with an estimated value below £5,000 or due to special circumstances are exempt from a tendering process or procurement exercise . (see 15.e below)
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

### **c Works of General Maintenance**

General works of maintenance to the Town Council's buildings\land shall be carried out with guidance from the budget approved for the year and shall be specified contractors as approved by the Council.

### **d Annual Contracts of Maintenance**

The annual contract for maintenance shall be reviewed every 3 years and such contractors shall be as per those approved by the council.

### **e Capital works up to the value of £5,000**

For works up to a value of £5,000 the council is under no obligation to a quotation or seek quotations for such works unless it is prudent to do so. The contractor

should be one approved by Council.

Capital works for a value from £5,000 and above are subject to the financial controls as set out below.

f. **Capital work for a value from £5000 and above**

Subject to additional requirements in the financial regulations of the Council and Standing Orders, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the 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 a committee or sub-committee with delegated responsibility.
  - vii Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f 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.
- g 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.

**j. Quotations**

All quotation for projects over £5,000 shall be opened by the Town Clerk with at least one councillor present. In relation to quotations received by email transactions must be directed to the Town Clerk and at least two councillors in a simultaneous transaction.

**k. Approved list of Suppliers**

The Town Clerk should prepare an approved list of suppliers for Council approval and who shall be used for the works carried out by the Council. Such a list is to be reviewed every 3 years.

**16. RESPONSIBLE FINANCIAL OFFICER \Staff of Town Council**

- 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.
- b The Council may appoint staff as is needed to enable the Council to function.

**17. HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council OR the Finance & Governance Committee OR Staffing Committee is subject to standing order 8
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair or Deputy Chair of the Staffing sub-committee of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.
- c. The Proper officer shall on an annual basis carry out a performance review of the staff. The Chair shall conduct a review of the Proper Officers performance and annual appraisal of the work . The reviews and appraisal shall be reported in writing and are subject to approval by recommendation of Staffing Committee and ratified at Council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Finance and Governance Committee OR Staffing sub-committee or in their absence, the vice-chair of the Finance and Governance Committee OR

the Staffing sub-committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff relates to the Chair or vice-Chair of the Finance and Governance committee OR the Staffing sub-committee] this shall be communicated to another member of the Finance and Governance committee OR the Staffing sub-committee, which shall be reported back and progressed by resolution of Council.
- 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. Only persons with line management responsibilities as referred to in Standing Order 17 shall have access to staff records. (Line manager to Town Clerk is Staffing Committee and Line Manager to remaining staff is Town Clerk). This may alter if there Grievance\Appeals process instigated)

## **18. 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.

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

(Below is not an exclusive list). *See also standing order 12.*

- a The Council may choose to appoint a Data Protection Officer however is not legally obliged to do so.
- 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.

## **20. 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.

**21. EXECUTION AND SEALING OF LEGAL DEEDS**

- a A legal document shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 21(a), 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 or in his absence the Deputy Mayor who shall sign the deed as witnesses.

**22. COMMUNICATING WITH VALE OF GLAMORGAN COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Vale of Glamorgan representing the area of the Council.

**23. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a Unless duly authorised no councillor shall:
  - i inspect any land and/or premises which the Council has a right or duty to inspect without prior permission of Council or Town Clerk;
  - ii issue orders, instructions or directions.

**24. SOCIAL MEDIA & CORRESPONDENCE**– *(In addition to and in accordance with Cowbridge with Llanblethian Social Media Policy).*

- a Councillors should use their allocated Cowbridge with Llanblethian Council email address exclusively when dealing Cowbridge with Llanblethian Town Council matters.
- b Emails are the primary method to promote effective communication on matters relating to Council business and should be used for that purpose only. If necessary, consider speaking to the recipient(s) first by telephone or in person, then follow up with an email.
- c Emails\Correspondence **MUST** not be used for spreading gossip, or for personal gain, or in breach of any of the Council's Codes of Conduct relating to bullying, intimidation, sexual or racial harassment.
- d Messages sent by email are to be written in accordance with the standards of any other form of written communication, and the content and language used in the message must be consistent with Council best practice. Messages should be clear and concise and directed to members through the offices of the Town Council.
- e Confidential information should not be sent externally without the approval of the Chair or Clerk.
- f Erroneous correspondence\email messages can give rise to legal action against

the Council or individual Councillors. Claims for defamation, harassment, breach of confidentiality or contract could result. It is therefore vital for email messages to be treated like any other form of correspondence and, where necessary, hard copies or copies saved to file should be retained. Messages are also disclosable in any legal action commenced against the Council or Councillors relevant to the issues set out in the email.

- g. Correspondence received by a Councillor are to be forwarded to the Clerk – and the Chair if appropriate – who will if necessary forward to other Councillors.
- h. Misuse of correspondence in the following categories can lead to a breach of the code of conduct:
  - i) Defamation of character
  - ii) Inappropriate, offensive or obscene content
  - ii) Untrue or malicious content
  - iv) Discriminatory on grounds of race, sex, age, marital status, disability, sexual orientation, religion or religious beliefs and philosophical beliefs
  - v) Breach of Council confidential information

## **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 5.
- c Any Councillor attending a meeting apparently under the influence of alcohol or drugs will be asked to leave the building.
- d Mobile phones and pagers are to be switched off during Council and Committee meetings (unless the meeting consents).
- e Standing Orders may be suspended (by resolution of the Council) thereby allowing meetings to continue for no more than ½ hour, with all council & committee meetings thereby ending on or before 9.30pm. Any agenda items not addressed will be deferred and considered at the next applicable meeting.
- f The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- g The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

These Standing Orders recognise the variation with regards Order of Business practiced by Cowbridge with Llanblethian Town Council at the Annual General Meeting particulars of which are set out below:-

### **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.

#### **Mayor Making Ceremony**

26. 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. Freemen 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.
- 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.

**27. Order of Business- Adjourned Annual General Meeting**

- a) **To confirm the appointment of the Mayor for the forthcoming year**
- b) **Apologies for Absence**
- d) **Declarations of Interest**
- e) **Financial report**
- f) **To confirm for accuracy the minutes of the Town Council from the previous meeting**
- g) **Matters arising from the previous Town Council Meeting**
- h) **Vale Council Representatives**
- i) **Community Police Matters**
- j) **Road Safety**
- k) **To receive reports from Committees**
- l) **To appoint members to serve on the Committees for the forthcoming year**
- m) **Reports from Representatives who have attended meetings in the preceding month**
- n) **To appoint Representatives to serve on various bodies for the forthcoming year**

- o) To approve the meeting dates for the forthcoming year**
- p) To consider any correspondence received**
- q) Publications received**
- r) Documents for Sealing**

**26. 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. Vale Council Community Matters
- g. Community Police Matters;
- h. 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.]
- i. Reports:-
  - (i) The Mayor;
  - (ii) The Town Clerk
- j. To receive Reports from Committees;
- k. To receive Reports of members who represent the Council at other meetings;
- l. Pre-meeting agenda item requests by members
- m. Correspondence;
- n. Documents for sealing;
- o. Date of next meeting.

***These Standing Order can upon request be provided in Welsh in accordance with Cowbridge with Llanblethian Town Council Welsh Language Policy***

***These standing orders once adopted can be amended in accordance with legal and policy requirements as necessary.***

**COWBRIDGE WITH  
LLANBELTHIAN  
TOWN  
COUNCIL  
STANDING ORDERS**

Signatures

Cllr T L Williams (MBE) – Town Mayor

Cllr A T Trousdell – Deputy Mayor

C P Anderson – Town Clerk

Date