



Standing Orders for Bodelwyddan Town Council

Meetings

- Meetings are to be held on the First Thursday of the month in the community centre.
- The council does not normally meet in August. The Statutory Annual meeting will be held on the first Thursday in May except when a council election falls on that date and it will be as soon as reasonably possible after this date.
- The quorum for an ordinary meeting shall consist of 50 % of the total number of councillors in office.
- Meetings will start at 7pm prompt and aim to finish no later than 9.30pm unless there are exceptional circumstances.
- The Mayor can instruct the Clerk to call an emergency meeting if necessary. Decisions at emergency meeting must be ratified at the following full council meeting.
- The Mayor has the authority to make emergency decisions with the Clerk. Such decisions are to be reported to the next meeting of the council for ratification and inclusion in the minutes.
- Standing orders can be changed at an ordinary meeting.

Chairman of the meeting

- The Mayor shall preside over council meetings
- The Mayor may exercise all the powers and duties of a chairman in relation to the conduct of the meeting.
- In the absence of both the mayor and the Deputy Mayor, members present can elect one of their number present to be chair.
- Only one person to speak at any one time if more than one person speaking the mayor will direct the order

Town Clerk

- Where statute, regulation or order confers function or duties on the proper officer of the council this shall be the Clerk.
- In the Absence of the Clerk from an ordinary meeting the meeting shall be postponed. □ The Clerk will record the minutes of official meetings.

Meeting Agendas

- Items of new business should be notified to the clerk not less than 7 days prior to the meeting to enable them to be included in the agenda for proper consideration by all the councillors.
- Members may raise items of urgent business at the beginning of the meeting, the council may decide to discuss the issue or defer it as an agenda item to the next meeting. Such business is at the discretion of the mayor.

Broad definition of “urgent” to be business that is raised after the agenda deadline (7days before the meeting) and that requires a decision to be made by the council in advance of the next scheduled meeting. Forgetting to include an

Cllrs will be notified of meeting – agendas and minutes and council business by e-mail

If members of the public wish an item to be raised on the agenda, they must contact the clerk in advance of the meeting and an outline of their request sent by email.

Voting

- All proposals must be seconded the names of movers and seconders, and all proposal shall be recorded in the minutes.
- Voting members shall vote by a show of hands or if at least two members request by a secret ballot.
- Except in the circumstances below, on any decision in which there is an equality of votes the Mayor will have a second and casting vote.
- If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory which preserve the membership of the chairman and vice chairman until the end of their term of office he may not give an original vote in an election for chairman.

Decisions

- When the council has made a decision, that decision shall not be revisited except in the following circumstances.
 1. At the following Council meeting when the previous minutes are approved when there will be an opportunity to indicate that the decision has not been accurately recorded.
 2. When a member is able to demonstrate that the circumstances have materially changed.
 3. If the council is made aware that it has made a decision outside of its remit.
 4. When the stipulated period of time has elapsed 6 months

Attendance at meetings

- Apologies must be given to either the Clerk or the mayor in advance of the meeting directly by the person at least 24 hours unless circumstances are such that this is not possible as something has arisen on the day of the meeting i.e feeling ill that day. This is to avoid holding non quorate meetings.
- If Councillors are unable to attend on time must let the clerk or the mayor know. Councillors who have to leave at an earlier time than the closure of the meeting 9.00pm must let the Clerk and the mayor know at the start of the meeting in case agenda items need to be rearranged.

Information policy

- Full Council meetings are open to members of the public or representatives of the press.
- On occasion the council may choose to discuss an issue in “camera” Members of the public or representatives of the press may not contribute to the meeting except at the request of the person chairing the meeting.
- The mayor will be allowed to exclude press and public.
- Any councillor can propose that a press and public excluded item is made public
- A 15 Minute slot in total divided by the number of people wishing is to be allocated at the end of the monthly meeting for members of the public to make representations to the council. A person will only have a maximum of 5 minutes.
- Except where an issue raised by a member of the public is deemed by the council to be urgent, any items raised in this way will be included in the following meeting’s agenda
- The primary source of council information will be the agreed council minutes displayed the website. The minutes will try to be in a written format comprehensible to people who were not present at the meeting.
- Additional sources of information will be both the Town Clerk and the councillors.(see note below)

- It is important that individuals give accurate information when requested to do so on behalf of the council. The Council may therefore appoint a councillor or councillors to speak on its behalf. The Council may choose to issue an agreed statement to the press or others requesting information
- If Councillors are asked for information, they must ensure that they make it clear to the enquirer whether they are replying on behalf of the Town Council or expressing a personal opinion.
- If the councillors are unclear as to the Council's position on an issue, they should refer the issue to meeting of the council or one of its committees before speaking publicly about an issue.

Sub committees

- Bodelwyddan Town Council may appoint a subcommittee whose function is to deliberate specialist topics of council business and then to make recommendations to the full council for consideration and possible formal adoption.
- Subcommittees should comprise of approx. 5 Councillors, nominated and approved at the Annual General Meeting. The incumbent Mayor shall be entitled to a seat on each subcommittee.
- Election of a chair person - should take place at the first meeting following the Agm and be determined by members of that sub committee
- Following proper authorisation by the full council the subcommittee may be empowered to carry out functions on behalf of the Council and make decisions on its behalf.
- Non councillor members can be invited to sit on council sub committees but they are not entitled to vote.

Lease policy

- Bodelwyddan Town Council in the interest of efficiency and value may lease elements of council property to properly constituted body.
- The function of such bodies shall be to
 - Maximise the use of the facilities in its control in particularly by the local community.
 - Where appropriate seek to develop the facilities to achieve the above.
- In order to enhance qualification for grant aid leases shall be for an agreed fixed period reviewable annually against the following criteria:-
 - The Council will expect that the bodies leasing council property strive to ensure maximum use of the property.
 - Length of leases shall be decision made by the council following representations from the leasing body. (The council accept that some grant applications require a minimum leasing period) All leases of council property will be subject to an annual review.
- Any charging for leasing shall be negotiated between the council and the leasing body.
- Leasing bodies may sublet the property to a third party for short term events. The Council reserve the right to veto such subleases, for example on ethical or public safety grounds. The Council will ensure that anybody subletting its property in this way demonstrated that appropriate insurances and licences.
- Leasing bodies will make an annual report to the Town Council. This will include the use of the made to increase annual usage of the property a statement of financial accounts, an account of activity by the leasing body e.g grant applications made, the results of grants applications, an annual report and financial statement.
- To enable consideration of such reports by the council before the precept meeting in January, reports should be presented to the Council by the end of November.
- In the event of there being no annual report forthcoming the council may terminate the lease.
- In the event of the Town Council being dissatisfied with the annual report the council will notify the leasing body of improvements it expects in the next year, if the improvements are not made the Council may terminate the lease.

Procurement policy

- Decisions on procurement will normally be made by the Full Council although the authority to make some procurement may be devolved to the Council committees or occasionally for small expenditure to the Clerk.
- Sub committees can spend up to £100
- Except in emergency situations procurement decisions will follow a tendering process where the amount exceeds £1000 in which at least three companies or individuals will be asked to participate.
- The clerk can authorise and pay For works below £1000 when clerk uses an approved contractor .The expenditure to be reported at the next full council meeting . For Annual contracts up to £5000
- If fewer than three tenders are received the Council shall decide whether to accept a tender or repeat the tendering process acceptable the Council shall decide whether to repeat the process or to modify its requirements.
- Minor repairs with a cost of up to £500 may be actioned without going through the tendering process.
- In an emergency situation e.g to make the premises safe, to prevent further damage, protect property or prevent injury to a person. The tendering system may be bypassed with the approval of the Mayor, Deputy Mayor and Clerk.The expenditure must be reported at the next monthly council meeting.
- Bodelwyddan Town Council will compile a database of individuals or companies willing to do work for the Town Council – Approved contractors
- Payment must be authorised by a resolution by the Council and the cheque signed by 2 members.
- Councillors signing cheques will also initial the cheque counterfoils.
- The Town Council may consider less than 3 tender for specialised work if it has tried to request 3 quotes
- The Town Council may also choose appoint approved contractors for certain specialised work.
- The Town Council annually Reaffirm all standing orders and direct debits and regular contractor payments
- The council confirm all on line regular payments annually.

Financial Procedure for online banking

- 1. Provide all transactions for the last month to all councillors prior to the monthly meeting
- 2. Annual approval for the cleaner invoices/ booking clerk as direct payment to be authorised by the Clerk.
- 3. Clerk to bring bank access to the monthly meeting if councillor wish to view the accounts.
- 4. Where Payment for work is already agreed in the minutes, approval is granted for the clerk to pay on receiving the invoices.
- 5. Payments unusual, not as expected or off concern to be brought to the town council for attention action before paying and for approval

Bilingual policy .

- Bodelwyddan Town Council is committed to have a bilingual policy but this will be subject to demand
- Currently there is no demand for simultaneous translation at the Council meetings. Furthermore, it was noted that the cost of simultaneous translation would put an unreasonable burden on the council's precept payers. This will remain subject to regular review.

- As an interim measure the minutes of the councils' Annual meeting are to be published bilingually, minutes of other meetings will also be made available bilingually if there is sufficient demand.
- Official notices for vacancies will be bilingual
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Training

- All councillors are to undertake code of conduct training during their term of office.
- The town council will cover costs of training for councillors. Other training through One voice Wales is available for all councillors and should be requested through the Clerk
- The Town Council will set aside an annual training budget for the Clerk and the Councillors.