**Cyngor Cymuned Dwyriw Community Council**

**Standing Orders**

**Meetings of the Council**

1. In a year which is a year of ordinary elections of Community Councillors, the Annual Meeting shall be held on or within 14 days after the day on which the Councillors elected take office.

In any other year, the Annual Meeting shall take place on such a day in May as determined by the Council.

2. The Council shall, in every year hold, in addition to the annual meeting, ten other ordinary meetings for the transaction of its business, such meetings being held at monthly intervals on the fourth Thursday of every month, or as determined by the Council, excluding the months of August and December. Meetings will begin at 7.00pm and meeting venues will be determined at the previous meeting and posted on the website.

3. An extraordinary meeting of the Council may be called at any time by the Chairman.

4. Three clear days at least before a meeting of the Council:

a) notice of the time and place of the intended meeting shall be posted on the Council’s website.

b) a summons to attend the meeting, specifying the business proposed to be transacted at the meeting and signed by the Clerk of the Council, will be sent by email to every member of the Council or, if

requested in writing to the Clerk, will be sent by post.

5. The Council shall set up any sub-committees that it feels are necessary to

carry out its functions. A Chairman and Vice Chairman shall be appointed

to serve at the Council’s annual meeting each year.

6. Councillors are required to attend all meetings of the Council or send their apologies. If a Councillor fails to attend a meeting for six months consecutively then they automatically cease to be a member of the Council unless they have an accepted ‘statutory excuse’ or the Council has approved their reason for absence.

**Election of Chairman and Appointment of Vice Chairman**

7. A Chairman shall, at the Council’s annual meeting, be elected from among its members and, unless he/she resigns or becomes disqualified, shall continue in office until his/her successor becomes entitled to act as such.

8. A Vice Chairman shall be appointed annually by the Council from among its members and shall hold office until immediately after the election of a Chairman at the next annual meeting of the Council. In the absence of the Chairman at a meeting of the Council, the Vice Chairman shall preside, but in the absence of both, such Councillor as the members of the Council present shall choose shall preside.

9. Once an officer has served in a position for three years, they will not be able to stand for the same position again in the following year.

**Declaration of Acceptance of Office**

10. A person elected or re-elected to the office of Community Councillor shall, before or at the first meeting of the Council after his/her election (or in the case of co-option to that office, at the meeting at which he/she is co-opted)

will deliver a declaration of acceptance of office and agree to observe by the Council’s Code of Conduct.

**Agendas for Meetings of the Council and Order of Business**

11. No item of business shall be included in the agenda for a meeting of the Council, or discussed thereat, unless it has been placed upon the agenda by the Clerk.

12. A copy of the agenda shall be sent, for information, to the County Councillor for the area.

**Quorum**

13. No business of the Council shall be transacted at a meeting of the Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum be less than three.

**Voting**

14. All questions coming or arising before the Council shall be decided by a majority of the members present and voting thereon at a properly convened meeting of the Council. The method of voting shall be by a show of hands or by secret ballot if the Council so decide.

15. Where there is an equality of votes the member presiding at the meeting of the Council may give the casting vote.

**Public Access to Meetings and Information**

16. Any meeting of the Council shall be open to the public. However, the Council may by resolution exclude the public and press whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business or for another special reason stated in the resolution.

17. The Council shall strictly adhere to all present or future requirements contained in the Freedom of Information Act 2000.

**Appointment of Staff**

18. The Council shall appoint such officers and other employees as it thinks necessary, including a Clerk, for the proper discharge of its functions.

19. The Council shall appoint a Responsible Financial Officer, who may also be its Clerk.

20. The Council shall appoint a completely independent internal auditor and shall give its consideration to any recommendations or observations made by him/her.

**Expenditure and Financial Management**

21. The terms and requirements of the Council’s approved Financial Regulations shall be adhered to in relation to any decisions relating to expenditure.

**Contracts**

22. The notice or invitation to submit a tender shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which they should reach that person.

23. Tenders/quotations received shall be opened by the Responsible Finance Officer in the presence of the Council.

24. The Council is not obliged to accept the lowest tender.

**Members and Officers Codes of Conduct**

25. Councillors shall, in conducting the business of the Council, observe and adhere to its Code of Conduct as issued by the Welsh Government.

26. Councillors shall register any disclosed interests in the Register of Interests established and maintained by the Clerk.

27. The Clerk is expected to observe the terms of the relevant sections of the Code of Conduct, their role being to serve the Council in providing advice, implementing its policies and delivering services to the local community.

(Updated October 2020)