

## **Standing Orders**

### **1. The Statutory Annual Meeting**

- a) In a election year the Council's Annual General Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and.
- b) In a year which is not an election year the Annual General Meeting shall be held on such a day in May as the Council may direct.

### **2. Chairman of the Meeting**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

### **3. Quorum of The Council**

Three Members or one third of the total Membership of the Council, which ever is greater shall determine a quorum at meetings of the Council.

### **4. Voting**

If a Member so requires, the Clerk shall record the names of the Members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

- 5. a) Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not he gave an original vote.
- b) If a person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the Membership of the Mayor and Deputy Mayor until the end of their term of office he may not give an original vote in an election for Mayor (Chairman).
- c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Mayor (Chairman).

### **6. Order of Business**

At each Annual General Meeting the first business shall be.

- a) To elect a Town Mayor.
- b) To receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.

- d) To decide when any declaration of acceptance of office which have not been received as provided by law shall be received.
7. a) At every meeting other than the Annual General Meeting the first business shall be to appoint a Chairman if the Mayor and Deputy Mayor be absent and to receive such declarations of acceptance of office and undertaking to observe the Council's Code of Conduct as are required by law to be made or, if not then received, to decide when they shall be received.
8. a) After consideration to approve the signature of the Minutes by the person presiding as a correct record.
- b) To deal with business expressly required by statute to be done.

9. **Disorderly Conduct**

- a) All Members must observe the Councils Code of Conduct which has been adopted by the council.
- b) No members shall act in a manner as to bring the Council into disrepute.
- c) If a Member reasonably believes another member is in breach of the Code of Conduct, that Member is under a duty to report the breach to the Local Commissioners Wales.

10. **Expenditure**

Orders for the payment of money shall be authorised by resolution of the council and signed by two authorised signatories.

11. Chairman of Committees and Sub Committees shall in the case of an equality of votes have a second or casting vote.

12. **Interests**

If a Member has a personal interest as defined by the Code of Conduct adopted by the Council then that interest must be declared and a decision made by the Member whether to stay or withdraw.

13. The Clerk may be required to compile and hold a register of Member's interests in accordance with agreement reached with the Monitoring Office of the Responsible Authority and/or as required by Statute.
14. All Minutes kept by the council and by any committee shall be open for the inspection of any Member of the Council.
15. The public and press shall be admitted to all meetings of the Council and its Committees which may, however, temporarily exclude the public.

16. **Duration of Meetings**

Town Council meetings will not continue after 9.00 pm and any business not dealt with shall stand adjourned to the next Ordinary Meeting of the Town Council.

17. **Council Minutes**

The minutes of Town Council meetings will record in chronological order the time if a Member arrives late, or leaves before the end of the meeting, so it is clear which Members are present when decisions/votes are made on agenda items.

Approved by Town Council July 2011

Amended in accordance with decisions taken at the Town Council on 19<sup>th</sup> November 2018 and become effective from the Town Council on 21<sup>st</sup> January 2019.