

Y Ganolfan Gymdeithasol
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STANDING ORDERS

PROCEEDINGS AND BUSINESS OF COUNCIL

References below to any office or position by means of the suffix “-man” shall be construed as including any female holder of such office or position, and any and all references to persons of the male sex shall apply mutatis mutandis to persons of the female sex or any other gender.

References below to “Member” shall be synonymous with “Councillor”.

COUNCIL MEETINGS

1. (a) The “Ordinary” meeting of the Council shall be held on the third Thursday of every month except August unless the Council otherwise decides. Meetings to commence at 7.30 pm. (References below to “Council meeting” shall refer to the “ordinary” meeting as above)
- (b) The “Statutory” Annual Meeting (AM) in an election year shall be held on Thursday next following the fourth day after the ordinary day of elections to the Council. (References below to “Annual Meeting” shall refer to the “Statutory” meeting as above)
- (c) In a year which is not an election year shall be held on the first Thursday in May.

CHAIRPERSON OF THE MEETING

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

ORDER OF BUSINESS

3. The Order of Business of Meetings shall include:
 - (a) To receive apologies of absence
 - (b) To receive declarations of interest under the Council’s Code of Conduct
 - (c) To approve the Minutes of the previous meeting

(d) To consider matters, correspondence or communications which the Chairperson decides to be urgent.

(e) To consider matters appertaining to Planning

(f) To note and consider any business remaining from any previous meeting.

(g) To receive and consider reports and minutes of Committees or advisory committees of the Council

(h) To receive and deal with all communications to the Council or any Committee or Officers of the Council received since the previous meeting.

(i) To receive and consider reports from Officers and Members of the Council. (j)

To receive and consider the statement of accounts and authorise payments.

(k) To consider matters placed on the Agenda by members. Matters to be included must be received by the proper officer i.e. The Clerk, at least one clear day before the issue of the agenda.

(l) A motion to vary the order of business on the grounds of urgency may be proposed by the Chairperson, or by any member, and if proposed by the Chairperson, may be put to the vote without being seconded and shall be put to the vote without discussion.

(m) To receive and consider Reports from the Ward County Councillor.

PROPER OFFICER

4. The Clerk to be the proper and paid officer of the Council and will not be a member of the Council except in the absence of a Clerk, a member may act in that capacity.

QUORUM

5. Five members shall constitute a quorum. If a quorum is not present when the Council meets or if during a meeting the number of members present fall below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairperson may fix.

VOTING

6. Members shall vote by a show of hands, or, if at least two members so request by a secret ballot.

7. 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, or abstained, provided that the request was made before the vote is taken.

8. In any case of equality of votes, the Chairperson may give a second or casting vote.

RULES OF DEBATE

9. No discussion shall take place upon the confirmation of the Minutes except upon their accuracy. Corrections to the Minutes shall be made by a resolution and must be initialled by the Chairperson.
10. A resolution or amendment shall not be discussed after it has been proposed, seconded and put to the vote.
11. A member shall direct their speech to the question under discussion or to a personal explanation or to a question of order.
12. No speech shall exceed 3 minutes, except by consent of the Chairperson.
13. (a) An amendment shall be either:-
 - i. To leave out words
 - ii. To leave out words and insert or add others
 - iii. To insert or add words
- (b) An amendment shall not have the effect of negating the motion before the Council.
- (c) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (d) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (e) The mover of a resolution or of an amendment shall have a right of reply provided that the formal proposition or amendment has not been moved.
- (f) A member, other than the mover of a resolution, shall not, without leave of the Council speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move the closure.
- (g) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
- (h) A motion or amendment may be withdrawn by the proposer with the majority consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (i) When a resolution is under debate, no other resolution shall be moved except the following:-
 - i. To amend the resolution;

- ii. To proceed to the next business;
- iii. To adjourn the debate;
- iv. That the question be now put;
- v. That a member named shall not be further heard;
- vi. That a member named do leave the meeting;
- vii. That the resolution be referred to a committee'
- viii. To exclude the public;
- ix. To adjourn the meeting;

14. The ruling of the Chairperson on a point of order or on the admissibility of a personal explanation shall not be discussed.

15. Members shall address Chairperson.

16. At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such a motion is seconded and if the Chairperson is of the opinion that the question before the Council has been sufficiently debated (but not otherwise) shall forthwith put the motion. If the motion "that the question be now put" is carried, shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council, shall not prejudice the mover's right of reply at the resumption.

RIGHT OF REPLY

17. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed, the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

RECISSION OF PREVIOUS RESOLUTION

18. A decision (whether affirmative or negative) of the Council shall not be reversed save by a special resolution, the written notice whereof bears the name of at least a quorum of members of the Council.

DISORDERLY CONDUCT

19. (a) No member shall misconduct themselves at a meeting by persistently disregarding the ruling of the Chairperson by wilfully obstructing business, or by behaving irregularly, offensively, improperly, or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (b) If, in the opinion of the Chairperson, a Member has so misconducted himself, the Chairperson 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 do leave the meeting, and the motion, if seconded, shall put forthwith and with discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairperson may suspend the meeting or take such further steps as may reasonably necessary to enforce them.

CHAIRPERSON'S EMERGENCY POWERS

20. The Council authorises the Chairperson or in their absence, the Vice-Chairperson to call a meeting of the Council or of any of its committees, in the event of any matter of urgency arising which by the nature of the matter cannot await the next meeting of the Council or committee.

CONTRACTS

21. The Council shall seek at least three tenders from contractors specified by the Council, according to terms of contract prepared by the Council in respect of all works in excess of £1000 and such tenders may be by invitation.

PLANNING APPLICATIONS

22. The Clerk shall as soon as notice of an application is received, inform Members of such and the date by which a decision / observations if any are required to be forwarded to the planning authority.
23. Where a response is required prior to the next meeting of the Council, Members shall communicate their views to the Clerk and to the Chairperson. Based upon the observations received, delegated authority is granted to the Chairperson and/or Vice Chairperson to decide either:
- (a) On an appropriate response to the planning authority
- Or
- (b) To convene a special meeting of the Planning Committee.

MEMBERS INTERESTS

24. (a) The Council has adopted the Local Authorities (Model Code of Conduct) (Wales) Order 2008, as amended, which sets out the conduct which is expected of Members.

(b) Members shall at all times conduct themselves in accordance with the Code of Conduct as above.

(c) The Clerk shall maintain a Register of Members Interests in accordance with the Local Government Act 2000, to record particulars of any notice given by any Member or any Officer of the Council.

UNAUTHORISED ACTIVITIES

25. No member shall at any time comment or act on any matter in the name of the Council without the explicit authorisation of the Council.

Furthermore, a Member when commenting or acting with any third party clearly states that any views or comments are solely personal.

FINANCIAL REPORTS

26. (a) The Responsible Finance Officer (RFO) shall report to each Council meeting a statement of receipts and payments made since the previous meeting.

b) The RFO shall report to the Council meeting within three months of the end of the Financial Year, an annual statement of accounts.

MEMBERS INSPECTION OF DOCUMENTS

27. A Member may, for the purpose of his duty as a Councillor, inspect any document in possession of the Council and shall on request, be supplied with all allowed to take a copy proving there is no infringement of a copyright and that confidentiality is maintained.

LIAISON WITH WARD COUNCILLOR

28. A notice of Council meeting, Agenda and Minutes shall be sent together with an invitation to attend to the Ward Councillor.

ADMISSION OF PUBLIC AND PRESS TO MEETINGS

29. The public and press shall be admitted to all meetings of the Council (Ordinary and Annual) its committees and sub-committees which may, however, temporarily exclude the public or press or both on grounds of confidentiality.

If a member of the public interrupts the proceedings at any meetings, the Chairperson may, after warning, order that they be removed from the Council meeting or that the public be cleared from the meeting.

CONFIDENTIAL BUSINESS

30. No Member 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.

ADJOURNMENTS

31. The Chairperson may adjourn meetings when members of the public are present, and invite the public and members of the Council to express their views on specific matters of Community interest.

COMMITTEES

32. Members of all committees, sub-committees, external committee representatives and Council appointments will be approved at the Annual Meeting of the Council (AM). A quorum for a Council committee or sub-committee will be three or one-third of the total membership, whichever is the greater. All preceding orders relating to voting, rules of debate, disorderly conduct, interests, admission of public and press, confidential business, adjournments will apply to Council committees and sub-committees. All regulations applicable to councils under the Local Government Act shall apply to committees and sub-committees.

- (a) **Finance Committee** – The committee will consist of all Councillors who make it known that it is their wish to serve on this committee at the AM. The minimum membership will be five members. The committee shall review all financial matters relating to the Council and make recommendations.
- (b) **Planning Committee** – The committee will consist of all Councillors who make it known that it is their wish to serve on this committee at the AM. The minimum membership will be five members. The committee will review planning applications as required and have plenary powers to decide whether to support or reject an application. Their recommendations will be forwarded to the Unitary Authority and reported to the next meeting of Council.
- (c) **Allotment Wardens** – The AM will appoint a minimum of two wardens to oversee the management of the allotments and make recommendations to the Council.
- (d) **One Voice Wales** – The AM will appoint a Member to represent its interests, the Member to report back to Council on any relevant matters discussed.
- (e) **Vale of Glamorgan Council Community Liaison Committee** – The AM will appoint a Member to represent its interests, normally the Council's Chairperson, the Member to report back to Council on any relevant matters discussed.
- (f) **Wenvoe Church in Wales Primary School Board of Governors** – The AM will appoint a representative to serve as a "Minor Authority" school governor in accordance with the Vale of Glamorgan Council's Governorship arrangements.
- (g) **Other Committees and Sub-Committees** – The Council will appoint Members to other committees / working groups as from time to time required, the deliberations of which to be reported back to the next meeting of Council.

DISTRIBUTION

33. A printed copy of these Standing Orders shall be provided by the Clerk to each Member.

VARIATION AND REVOCATION OF STANDING ORDERS

34. Standing Orders shall only be amended or revoked by a meeting of Council.

MODEL STANDING ORDERS

35. In the event of any matters arising not covered in this document then and only then shall reference be made to the Model Standing Orders current at that time as published by One Voice Wales.

