



Llanccarfan Community Council

Standing Orders

Adopted: July 2020

Last Reviewed: May 2026

This edition of the Standing Orders is based on the NALC Model Standing Orders (2018), updated and adapted by Llanccarfan Community Council to reflect current Welsh legislation, modern governance practice, and the Council's operational needs. All temporary provisions introduced during the Coronavirus Act 2020 period have been removed. This version incorporates hybrid meeting requirements under the Local Government and Elections (Wales) Act 2021 and aligns with the Council's updated Financial Regulations (2024 edition).

1. Rules of Debate at Meetings

1.1 Motions shall be considered in the order they appear on the agenda unless the Chair decides otherwise.

1.2 A motion shall not be debated unless it has been moved and seconded.

1.3 A motion not moved by its proposer may be treated as withdrawn.

1.4 Amendments must relate directly to the motion and must not negate it.

1.5 Only one amendment may be debated at a time unless the Chair directs otherwise.

1.6 The Chair may permit multiple amendments to be discussed together, but each shall be voted on separately.

1.7 A councillor may speak once on a motion except to:

- speak on an amendment;
- move a further amendment after the motion has changed;
- make a point of order;
- give a personal explanation;
- exercise a right of reply.

1.8 A point of order shall identify the Standing Order believed to be breached. The Chair's ruling is final.

1.9 No other motion may be moved during debate except to:

- amend the motion;
- proceed to next business;
- adjourn debate;
- put the motion to a vote;
- exclude a person;
- refer the matter to committee;
- exclude press/public;
- adjourn the meeting;
- suspend Standing Orders (except mandatory ones).

1.10 The Chair shall ensure debate has been sufficient before putting a motion to the vote.

1.11 Speeches shall relate only to the motion and shall not exceed 5 minutes unless permitted by the Chair.

2. Disorderly Conduct at Meetings

2.1 No person shall obstruct business or behave offensively.

2.2 If such conduct continues after a warning, the Council may resolve that the person be no longer heard or be excluded.

2.3 If disorder continues, the Chair may adjourn or close the meeting.

3. Meetings Generally

General Rules

- 3.1 Meetings shall take place at dates, times and locations determined by the Council.
- 3.2 At least three clear days' notice shall be given to councillors and the public.
- 3.3 Meetings shall be open to the public unless confidential business is to be transacted.
- 3.4 A resolution shall be passed to exclude the public and press, stating the reason.

Public Participation

- 3.5 Members of the public may speak on agenda items during the public participation session.
- 3.6 The session shall not exceed 15 minutes unless the Chair permits otherwise.
- 3.7 No individual may speak for more than 3 minutes.
- 3.8 Speakers shall address the Chair.
- 3.9 Only one person may speak at a time; the Chair determines the order.

Hybrid Meetings (Wales 2021 Act Compliant)

- 3.10 The Council may hold meetings in a hybrid format, enabling attendance either in person or remotely.
- 3.11 Remote attendees must be able to:
 - a) hear and, where practicable, see and be heard and seen by others;
 - b) hear and, where practicable, see and be heard and seen by the public;
 - c) be heard (and where practicable seen) by the public observing the meeting.
- 3.12 A meeting accessible to the public through remote means is deemed "open to the public" whether or not the public attend in person.
- 3.13 If remote access fails for one or more participants, the meeting remains valid if quorate. The Chair may adjourn briefly to attempt reconnection.

Quorum, Voting and Conduct

- 3.14 No business shall be transacted unless at least three members or one-third of the Council (whichever is greater) are present.
- 3.15 If a meeting becomes inquorate, it shall be adjourned.
- 3.16 Voting shall be by show of hands or verbal indication in hybrid meetings.
- 3.17 At the request of a councillor, the vote shall be recorded to show how each member voted.
- 3.18 The Chair may exercise an original vote and a casting vote.
- 3.19 A meeting shall not exceed three hours unless the Council resolves otherwise.

Minutes

- 3.20 Minutes shall record:
 - date, time and place;
 - councillors present and absent;
 - declarations of interest and dispensations;
 - whether a councillor left due to an interest;

- public participation summary;
 - all resolutions.
- 3.21 Draft minutes circulated with the agenda shall be taken as read but remain open to correction.
- 3.22 Minutes shall be approved at the next meeting.
- 3.23 Once approved, minutes shall be signed by the Chair and form the official record.
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4. Committees and Sub-Committees

- 4.1 The Council may appoint committees and shall determine their terms of reference.
- 4.2 Committees may include non-councillors unless they deal with financial matters.
- 4.3 Committees may appoint sub-committees if authorised.
- 4.4 The quorum for committees and sub-committees shall be three.
- 4.5 Llanccarfan Community Council committees are **advisory only** and hold **no delegated financial authority**.
- 4.6 Committees may appoint their own Chair at their first meeting.
- 4.7 The Council may dissolve a committee or sub-committee at any time.
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5. Ordinary Council Meetings

- 5.1 The Annual Meeting shall be held in May unless otherwise determined.
- 5.2 The first business shall be the election of the Chair and Vice-Chair.
- 5.3 The Annual Meeting shall include:
- confirmation of minutes;
 - review of delegation arrangements;
 - appointment of committees;
 - review and adoption of Standing Orders and Financial Regulations;
 - review of assets and insurance;
 - review of subscriptions;
 - review of policies (FOI, data protection, complaints, media);
 - review of expenditure under s.137 or GPoC;
 - setting meeting dates for the year.
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6. Extraordinary Meetings

- 6.1 The Chair may convene an extraordinary meeting at any time.
- 6.2 If the Chair does not call a meeting within seven days of a written request by four councillors, those councillors may convene the meeting.
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7. Previous Resolutions

7.1 A resolution shall not be reversed within six months except by special motion signed by at least four councillors.

7.2 Once such a motion has been disposed of, no similar motion may be moved for six months.

8. Voting on Appointments

8.1 Where more than two candidates are nominated, the candidate with the fewest votes shall be eliminated until one receives a majority.

8.2 A tie may be settled by the Chair's casting vote.

9. Motions Requiring Written Notice

9.1 Motions requiring notice must be submitted to the Proper Officer at least 20 clear days before the meeting.

9.2 The Proper Officer may correct minor errors.

9.3 Motions that are unclear or improper may be rejected with reasons recorded.

10. Motions Not Requiring Written Notice

10.1 Motions may be moved without notice relating to:

- correcting minutes;
 - moving to a vote;
 - deferring a motion;
 - referring a matter to committee;
 - changing order of business;
 - excluding press/public;
 - suspending Standing Orders (except mandatory ones);
 - adjourning or closing the meeting.
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11. Management of Information

11.1 The Council shall maintain secure systems for managing information and personal data.

- 11.2 Confidential information shall not be disclosed without lawful justification.
- 11.3 The retention and destruction of information shall follow the Council's retention policy.
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12. Draft Minutes

- 12.1 Draft minutes circulated with the agenda shall be taken as read but remain open to correction.
- 12.2 Minutes shall be approved at the next meeting.
- 12.3 Once approved, minutes shall be signed by the Chair.
- 12.4 Minutes shall record the required statutory information.
- 12.5 Minutes shall not be verbatim but shall accurately record decisions.
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13. Code of Conduct and Dispensations

- 13.1 Councillors must observe the Code of Conduct.
- 13.2 Dispensations shall be considered in accordance with legislation.
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14. Code of Conduct Complaints

- 14.1 Complaints shall be referred to the Monitoring Officer.
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15. Proper Officer

- 15.1 The Clerk is the Proper Officer and shall carry out statutory duties including issuing agendas, receiving notices, and managing correspondence.
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16. Responsible Financial Officer

- 16.1 The Clerk is the RFO and shall manage the Council's financial administration.
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17. Accounts and Accounting Statements

17.1 The RFO shall prepare accounting records and statements in accordance with proper practices.

17.2 The Council shall ensure an adequate internal audit.

18. Financial Controls and Procurement

18.1 Financial controls shall follow the Council's Financial Regulations.

18.2 Procurement thresholds and authorisation levels are set out in the Financial Regulations.

18.3 All procurement shall comply with current Welsh procurement law.

19. Handling Staff Matters

19.1 Staff matters shall be considered in accordance with employment law and Council policy.

20. Responsibilities to Provide Information

20.1 The Council shall comply with Freedom of Information legislation.

21. Data Protection

21.1 The Council shall comply with data protection legislation.

22. Relations with the Press/Media

22.1 Press enquiries shall be handled in accordance with the Council's media policy.

23. Execution and Sealing of Legal Deeds

23.1 Legal deeds shall be executed by two councillors and the Proper Officer.

24. Communicating with County Councillors

24.1 Communications shall be respectful and appropriate.

25. Restrictions on Councillor Activities

25.1 Councillors shall not inspect land or issue instructions to staff without authority.

26. Standing Orders Generally

26.1 Standing Orders may only be amended by resolution of the Council.

26.2 They shall be reviewed annually.

27. General Rules for Remote Attendance

27.1 Remote attendance is permitted as part of hybrid meetings in accordance with Section 3.

27.2 Remote attendance does not invalidate a meeting provided the meeting is quorate.

27.3 Remote attendees shall be treated as present for all purposes if the conditions in 3.11 are met.
