

LLANBEDR DYFFRYN CLWYD COMMUNITY COUNCIL.

STANDING ORDERS.

- 1: An annual meeting shall be held during the month of May (after any contested Council Elections) with the election of officers.
2. A meeting of the Council shall be held at least once a month except for the month of August.
3. Each Councillor present at a meeting shall have one vote while the Chairman presiding at the meeting shall, in addition to a normal vote, has a casting vote to break a tied vote.
4. The Council shall annually appoint one of its members as a Chairman who shall preside at every meeting at which he/she is present.
5. Members and the general public shall be notified at least three days beforehand of the time, place and agenda of every meeting.
6. Meetings of the Council shall be open to all, except where the Councillors consider that publicity would prejudice the public interest.
7. An agenda item may include "Open meeting with the public in attendance" by prior arrangement. Such items shall generally be limited to a maximum of 10 minutes.
8. The proceedings of any meeting shall not be invalidated because any member has not received notice thereof.
9. The agenda for meetings of the Council shall be prepared by the Clerk and the Chairman. A member may request any item to be included on the agenda by serving notice at least seven days before the meeting.
10. The agenda of the meeting shall include "Urgent business under Section 100B(4) of the Local Government Act 1972".
11. A resolution passed during the preceding six months may not be rescinded or amended unless the notice of proposal bears the name of at least one-third of Council.
12. Every member attending a meeting of the Council or any of its Committees shall sign a register kept by the Clerk.
13. A record of voting members attending a meeting of the Council shall be made by the Clerk and published in the minutes of that meeting.
14. If any member attending a meeting of the Council has any personal interest or prejudicial interest, he/she must declare that interest.
15. The accounts of the council shall be open to inspection by any member and such member may make a copy thereof.
16. The quorum of any committee may not be less than three persons.
17. All contracts shall be drawn up in writing and specify:-
 - A. The work and materials.
 - B. The price, together with a statement of any discounts applicable and
 - C. The time within which the contract is to be performed.No contract may be altered without the written authority of the Council.
18. If a member of the public interrupts the proceedings of any meeting, the Chairman shall warn them and then, if necessary, ask them to leave the meeting.
19. A motion to suspend Standing Orders shall not be moved unless half the members of the Council are present.
20. In the event of any member wishing to amend or add to the current Standing Orders, they are to advise this in writing to the Clerk, for it then to be discussed at the next available committee meeting, and then approved or not, as appropriate.
21. Public Notices published by the Council shall be bilingual and in all the Council's dealings, Welsh and English shall have equal validity.
22. De-minimis level at which tenders are sought is £500 when the Council will seek three written tenders and the "Best Value" tender will be awarded.
23. Standing Orders to be reviewed on an annual basis and amended and revised as appropriate and dated accordingly.

APPROVED MARCH 2021.