

TREWERN COMMUNITY COUNCIL / CYNGOR CYMUNED TREWERN

CONSTITUTION

Standing Orders

A Local Council may make, vary or revoke standing orders for the regulation of its business and proceedings. Standing orders do not have the force of law, they are merely a set of rules governing the conduct of meetings and should be observed.

Annual meetings – the annual meeting must be held in May in all but ordinary election years. In the year of an election of local councillors, the annual meeting must take place on the fourth day after the date of the election or within 14 days.

Acceptance of office forms to be completed by all councillors.

Register of Members Interest to be compiled by Clerk. Disclosure of interests to be responsibility of individual members.

Election of Chairperson and Vice-Chairperson to take place annually at the Annual General Meeting of the Community Council.

The Chairperson of the Council must be preside at the meeting if present unless a declaration of interest is made, if the Chairperson is absent, then the Vice-Chairperson to preside. In the event of both officials being absent, then the councillors present to decide who the presiding officer is to be in their absence. It will be usual for the Clerk to ask for nominations from those members present to elect a chair.

Voting – the usual manner of voting at a local council meeting to be by show of hands, however in certain circumstances, subject to the agreement by those members present, a secret ballot maybe in order.

Any Councillor may require the voting on any matter to be recorded in the Minutes. In the case of equality of votes, the Chairperson has a second or casting vote, as well as his/her original.

Quorum – no Business to be transacted at a meeting unless at least one-third of the total number of Councillors are present. In no case however, can the quorum be less than three members.

Where more than one-third of the number of Councillors are disqualified from taking part in the discussion/decision at the same time, the quorum to be determined by reference to the number of Councillors remaining qualified to act.

Minutes – the minutes of the proceedings of the Council are to be recorded and kept on file (digital copy to be saved in Dropbox as for back-up) usually by the Clerk, however in the absence of the Clerk, the Minutes may be taken by a member of the Council.

Minutes must be signed at the next meeting by the presiding Chairperson, Minutes can be recorded on loose leaves provided each sheet is initialled by the presiding Chairperson and numbered consecutively.

Number of meeting – a Community Council must hold an Annual meeting and such other meetings as it thinks necessary for the transaction of its business. An extra-ordinary meeting maybe convened at any time by the Chairperson or by any two members after having

requisitioned such a meeting and there is a refusal or omission by the Chairperson to call such a meeting within seven days of the requisition.

Notice of meetings – at least three days before a council meeting takes place, notice of the time and the place of such a meeting has to be displayed in some conspicuous place within the community. In addition to the public notice, the Clerk is required to serve upon every Councillor a summons to attend the meeting, specifying the business to be transacted. It should be noted failure to serve a summons does not affect the validity of the meeting.

FINANCIAL ACCOUNTS – the Council accepts responsibility for the preparation of an annual Statement of Accounts which will be prepared in accordance with the requirements of the Accounts and Audit (Wales) Regulations and proper practices.

EXCLUSION OF THE PRESS & PUBLIC (adopted 25th Sept 1990, reviewed 21st May 2019)
If the Council feels that a matter needs to be discussed in private, then a resolution must be proposed by the Chairperson, seconded and carried. The public and press can then be requested to leave the room. A statement should then be made on the Council's decision upon their return.

CONTRACT WORK (adopted 22nd April 1997 and Reviewed 2019)

All contract work to be put out to tender every two years.

Notice of contract shall state the general nature of the intended contract and shall state the name and address of the Clerk to whom tenders are to be addressed and the last date by which those tenders should reach the Clerk in the ordinary course of post.

Tenders shall be opened at the same time by the Clerk on the date specified.

The Council shall not be bound to accept the lowest tender.

If no tenders are received, or if all the tenders are identical, the Council may make such arrangements for executing the work as it thinks fit.

STATUTORY REQUIREMENTS

Welsh Language Scheme adopted by the Trewern Community Council 26th June 2007 gives due regard to the need to support and promote the use of Welsh and to ensure public information is available bi-lingual if requested.

Trewern Community Council also upholds the Equalities programme and seeks to eliminate discrimination and promote equality for all the people within society. The Council takes particular care to ensure that discrimination does not take place in relation to Gender, Race, Disabilities, Religion, Sexuality and Welsh Speaking.

New Model Code of Conduct adopted by Trewern Community Council on 19th February 2019.

Trewern Community Council adopted this Constitution at its meeting on:

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Signed:.....Date:.....

Print Name:.....

Position:.....

Version No:.....

Review Date = Annual

Amended or Reviewed	Date	Version No	Who
Approved			