

**LLANTWIT FARDRE COMMUNITY COUNCIL
CYNGOR CYMUNED LLANILLTUD FAERDREF**



COUNCIL

25TH SEPTEMBER, 2023

REPORT OF THE CLERK

1. REVIEW OF STANDING ORDERS

- 1.1 In accordance with Standing Order 5(j)(ix) there is a need to review the Council's Standing Orders and Financial Regulations at the Annual Meeting of the Council.
- 1.2 Whilst these documents were included on the agenda for the meeting that was held on the 15th May, 2023, it was verbally reported by the Clerk at that meeting that subsequent to the circulation of the agenda a new Model Standing Orders 2023 (Wales) had been published by One Voice Wales. It was therefore resolved by Minute No.14(1):-

“To defer the review of the Standing Orders and Financial Regulations to the Council Meeting to be held on the 26th June, 2023 following the examination by the Clerk of the Model Standing Orders 2023 (Wales) as published by One Voice Wales whereupon proposed amendments will be recommended”

- 1.3 The Clerk has gone through the amended Model Standing Orders, 2023 (Wales) and cross referenced the said document with the Council's Standing Orders where a number of inconsistencies were found, hence the reason for the delay in bringing an amended version for review by Members.
- 1.4 As Members are aware the Standing Orders are the written rules of a local Council and are essential to regulate the proceedings of a meeting. With this in mind the Clerk has meticulously looked at every section of the Council's Standing Orders and made comparisons with those published by One Voice Wales.
- 1.5 Attached, for review by Members, is a copy of the amended version of the Standing Orders. The legal and statutory requirements remain in bold type and these cannot be altered, the Standing Orders that are non mandatory may be

amended to suite the needs of this Council and as can be seen from the new version attached many changes have been made, and for ease of reference have been highlighted in yellow and bold.

The document is attached at the end of the agenda (in front of Agenda Item 8) thereby avoiding the need to alter its original pagination and is printed on cream coloured paper.

1.6 Comments on Some of the Changes

- 1.6.1 Standing Order 3(a) is the view of the Clerk that it should remain and not be deleted as whilst individuals may feel that this is outdated, it is an Act of Parliament and cannot therefore be revoked.
- 1.6.2 A new Standing Order has been included (3(h)) whereby, members of the public have the ability to ask a question at a scheduled meeting of the Council subject to written notice of the question to the Proper Officer prior to the circulation of the agenda. There has always been provision for this item to be included on the Council agenda but it was not contained within the Council's Standing Orders.
- 1.6.3 The Clerk has made many changes to Standing Order 4 (Committees and Sub-Committees)
- one such amendment being the role of a non-Committee Member (see Standing Orders 4(j)(k)(l));
 - it is now for the Chair and not the Council to determine if the public and press can attend a meeting and whether or not to allow the public to participate at a meeting (Standing Order 4(m)) – this avoids in any undue delay.
 - New Standing Orders have been included at 4(d) and 4(e), the latter reminding Members that the same rules/procedures apply as with meetings of the Council.
 - Standing Orders 4(n) (i – x) are to be deleted as they have now been placed in priority order at the front of this section.
- 1.6.4 Two new Standing Orders have been included at Section 5 (Ordinary Meetings) namely – 5(x) and 5(xi) in respect of the inclusion on the agenda for an Annual Meeting of the Council – review of the eligibility criteria for the use of the General Power of Competence and review of the Council's Training Plan.
- 1.6.5 Standing Order 9(l) – this has made it clear that if the Proposer or Seconder (or both) are not present at a meeting where they have submitted a written motion – then it will be treated as withdrawn and may not be resubmitted for a period of six months.
- 1.6.6 Due to Brexit the Procurement Rules have changed and these are now reflected in Standing Order 18(c) and 18(f) and the deletion of previous Standing Orders in respect of public contracts.

Note: The Council's Financial Regulations will be amended accordingly to take into account the new Procurement Rules.

2. RECOMMENDATIONS

- 2.1 To adopt the amended Council's Standing Orders, subject to any further amendments at the meeting;
- 2.2 to review the Council's Financial Regulations at a future meeting of the Council, following the necessary amendments by the Clerk and the Responsible Finance Officer.

