

LLANTWIT FARDRE COMMUNITY COUNCIL  
CYNGOR CYMUNED LLANILLTUD FAERDREF



**STANDING  
ORDERS**

*(VERSION 10)*

**Amended June 2013**  
**Full Council**

LFCC/2013/Members/Standing Orders

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

## **STANDING ORDERS**

### **MEETINGS.**

1. Meetings of the Council shall be held within the community of Llantwit Fardre on the fourth Wednesday of each month commencing at 7pm unless the Council otherwise decides at the previous meeting.
2. Meetings of Council Committees shall be held within the community of Llantwit Fardre on the second Wednesday of each month commencing at 7pm unless the Council otherwise decides at the previous meeting.
3. **THE STATUTORY ANNUAL MEETING.**
  - (a) **in an election year shall be held within fourteen days after the day of the elections to the Council.**
  - (b) **in a year which is not an election year shall be held on the fourth Wednesday in May. (Unless circumstance change, this is to be decided at the previous meeting)**
4. **Additional meetings shall be held at the direction of the serving Chairman of the Council.**

### **CHAIRMAN OF MEETING.**

5. **The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the Meeting.**

### **PROPER OFFICER.**

6. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk and Executive Officer:-
  - (a) To receive declarations of acceptance of office.
  - (b) To receive and record notices concerning the disclosure and registration of interests.
  - (c) To receive and retain plans and documents.
  - (d) To sign notices or other documents on behalf of the Council.
  - (e) To receive copies of byelaws made by a County Borough Council.
  - (f) To certify copies of byelaws made by the Council.
  - (g) To sign summonses to attend meetings of the Council.
  - (h) To provide a minute book for recording the proceedings of community meetings.In any other case the proper officer shall be the person nominated by the Council and, in default of nomination, the Clerk and Executive Officer.

### **QUORUM.**

7. **One third (four) of the Members shall constitute a quorum at a meeting of the Full Council and not less than one third of Members designated at the Annual General Meeting to serve on meetings of the Council's Committees, Sub-Committees and working groups shall constitute a quorum.**
8. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present and not debarred by reason of a declared disclosure or registration of interest falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

VOTING.

9. Members shall vote by show of hands, or, if at least two Members so request, by signed ballot.
10. **If a Member so requires, the Clerk and Executive Officer shall record the names of the Members who voted on any question so as to show whether they voted for or against it.**
11.
  - (a) **Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in the case of an equality of votes may give a casting vote even though he gave no original vote.**
  - (b) **If the person presiding at the Annual Meeting would have ceased to be a Member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.**
  - (c) **The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.**

ORDER OF BUSINESS.

*(In an election year Councillors should execute Declarations of Acceptance of Office in each others presence, or in the presence of a proper officer previously authorised by the Council to take such declaration, before the Annual Meeting commences).*

12. **At each Annual Meeting the first business shall be**
  - (a) **To elect a Chairman.**
  - (b) **To receive the Chairman's Declaration of Acceptance of Office or, if not then received, to decide when it shall be received.**
  - (c) **To decide when any Declarations of Acceptance of Office which have not been received as provided by law shall be received.**
  - (d) To elect a Vice-Chairman.
  - (e) To appoint School Governors.
  - (f) To appoint Committees.
  - (g) To consider the payment of any subscriptions falling to be paid annually.
  - (h) To inspect any deeds and trust instruments in the custody of the Council; and shall thereafter follow the order set out in Standing Order 15.
13. **At every meeting other than the Annual Meeting, the first business shall be to appoint a Chairman if the Chairman and Vice-Chairman be absent and to receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received.**
14. In every year not later than the meeting at which the estimates for next year are settled the Council shall review the pay and conditions of service of existing employees (*See Standing Order 38 below*).

15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
  - (a) To read and consider the Minutes: provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
  - (b) After consideration to approve the signature of the Minutes by the person presiding as correct record.**
  - (c) To deal with business expressly required by statute to be done.**
  - (d) To receive such communications as the person presiding may wish to lay before the Council.
  - (e) To answer questions.
  - (f) To receive and consider reports and minutes of Committees.
  - (g) To receive and consider reports from officers of the Council.
  - (h) To authorise the sealing of documents.
  - (i) To authorise the signing of orders for payment. *(This will be unnecessary if there is a Finance Committee)*
  - (j) To consider resolutions or recommendations in the order in which they have been notified.
  - (k) Any other business specified in the summons.
  - (l) To dispose of business, if any, remaining from the last meeting.
  
16. A motion to vary the order of business on the ground of urgency.
  - (a) May be proposed by the Chairman or by any Member and, if proposed by the Chairman, may be put to the vote without being seconded, and
  - (b) Shall be put to the vote without discussion.

#### RESOLUTIONS MOVED ON NOTICE.

17. Except as provided by these Standing Orders no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk and Executive Officer at least nine clear days and not later than the Monday in the week preceding the next meeting of the Council.
  
18. The Clerk and Executive Officer shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every Member of the Council
  
19. The Clerk and Executive Officer shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the Member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
  
20. If a resolution or recommendation specified in the summons is not moved either by the Member who gave notice of it or by any other Member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
  
21. If the subject matter of a resolution comes within the province of a Committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such Committee or to such other Committee as the Council may determine for report; provided that the Chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

22. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

#### RESOLUTION MOVED WITHOUT NOTICE.

23. Resolutions dealing with the following matters, may be moved without notice:-
- (a) To appoint a Chairman of the meeting.
  - (b) To correct the Minutes.
  - (c) To approve the Minutes.
  - (d) To alter the order of business.
  - (e) To proceed to the next business.
  - (f) To close or adjourn the debate.
  - (g) To refer a matter to a Committee.
  - (h) To appoint a Committee or any Members thereof.
  - (i) To adopt a report.
  - (j) To authorise the sealing of documents.
  - (k) To amend a resolution.
  - (l) To give leave to withdraw a resolution or an amendment.
  - (m) To extend the time limit for speeches.
  - (n) To exclude the public.  
*(See Order 66 below)*
  - (o) To silence or eject from the meeting a Member named for misconduct.  
*(See Order 33 below)*
  - (p) To invite a Member having an interest in the subject matter under debate to remain.  
*(See Order 57 below)*
  - (q) To give the consent of the Council where such consent is required by these Standing Orders.
  - (r) To suspend any Standing Order.  
*(See Order 75 below)*

#### QUESTIONS.

24. A Member may ask the Chairman or the Clerk and Executive Officer any question concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the Meeting begins.
25. No question not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
26. Every question shall be put and answered without discussion.
27. A person to whom a question has been put may decline to answer.

#### RULES OF DEBATE.

28. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

29. (a) A resolution or amendment shall not be discussed unless it has been proposed [and seconded]\*, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
- [(b) A Member when seconding a resolution or amendment may, if he then declare his intention to do so, reserve his speech until a later period of the debate]\*  
*\* The words in square brackets may be deleted if desired.*
- (c) A Member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
- (d) No speech shall exceed five minutes, except by the consent of the Council.
- (e) 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.
- (f) An amendment shall not have the effect of negating the motion before the Council.
- (g) If an amendment be carried, the resolutions, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply, not exceeding two minutes.
- (j) 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 a closure.
- (k) A Member may make a point of order or make 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 wishing to speak for these purposes shall be heard forthwith.
- (l) A motion or amendment may be withdrawn by the proposer with the 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 permissions has been refused.
- (m) 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 be not 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 and press.  
(ix) To adjourn the meeting.
30. A Member shall indicate by raising his hand if he wishes to speak.

31. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chairman.
- (c) If two or more Members indicate that they wish to speak the Chairman shall call upon one of them to speak.
- (d) Whenever the Chairman rises during a debate all other Members shall be seated and silent.

#### CLOSURE.

32. 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 motion is seconded the Chairman shall put the motion but, in the case of a motion “to put the question”, only if he is of the opinion that the question before the Council has been sufficiently debated. If the motion “that the question be now put” is carried, he shall call upon the mover to exercise or waive his 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.

#### DISORDERLY CONDUCT.

33. (a) No Member shall at a meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave 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 Chairman, a Member has broken the provisions of paragraph (a) of this order, the Chairman 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 be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

#### RIGHT OF REPLY.

34. 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.

#### ALTERATION OF RESOLUTION.

35. A Member may, with the consent of his seconder, move amendments to his own resolution.

#### RESCISSION OF PREVIOUS RESOLUTION.

36. (a) A decision (whether affirmative or negative) of the Council, shall not be reversed within six months except either by a Special resolution, the written notice whereof bears the names of at least four (one third) Members of Council, or by a resolution moved in pursuance of the report or recommendation of a Committee.
- (b) When a Special resolution has been disposed of, no similar resolution may be moved within a further six months.

#### VOTING ON APPOINTMENTS.

37. Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

#### DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL.

38. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or Committee (as the case may be) has decided whether or not the public shall be excluded. (*See Standing Order No. 66*).

#### RESOLUTIONS ON EXPENDITURE.

39. Any resolution [which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another Committee after recommendation by the Finance Committee and] which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any Committee affected by it shall consider whether it desires to report thereon [and the Finance Committee shall report on the financial aspect of the matter].  
(*The words in square brackets must be omitted if there is no Finance Committee*)

#### EXPENDITURE.

- 40. Orders for the payment of money shall be authorised by resolution of the Council and signed by two Members.**

#### SEALING OF DOCUMENTS.

41. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.  
(b) Any two Members of the Council may seal, on behalf of the Council, any document required by law to be issued under seal.

#### COMMITTEES AND SUB COMMITTEES.

42. The Council shall at the Annual Meeting appoint Standing Committees and may at any other time appoint such other Committees as are necessary, but subject to any statutory provision in that behalf:-  
(a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and  
(b) May subject to the provisions of Order 36 above at any time dissolve or alter the membership of a Committee.
43. The Chairman and Vice Chairman shall be Members of every Committee except at the specific direction of the Council.
44. Every Committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

45. The Chairman of a Committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the

requisition in writing of not less than a quarter of the Members of the Committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

46. Every Committee may appoint Sub-Committees for purposes to be specified by the Committee.
47. The Chairman and Vice-Chairman of the Committee shall be Members of every Sub-Committee appointed by it unless they signify that they do not wish to serve.
48. Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee or Sub-Committee shall be one half of its Members.
49. The Standing Orders on rules of debate (except those parts relating to speaking more than once) and the Standing Order on interests of Members in contracts and other matters shall apply to Committee and Sub-Committee meetings. All Members of the Council shall receive all agenda and minutes of the Council's meetings and Committee meetings. All Members shall be permitted to be present at all Council meetings and Committee meetings and that with the appropriate authority of the Chairman of Council, Chairman of the Committee or Chairman of the Sub-Committee any Member of the Council may address the relevant meeting of the Council, Committee or Sub-Committee.

#### CONVENED WORKING GROUPS.

50. (1) There shall be a convened working groups whose name, number of Members and convenor shall be appropriately resolved by any Committee.
- (2) The terms of reference of each such working group shall be resolved by the appointing Committee and made known to the group by the Clerk and Executive Officer.
- (3) A convened working group may consist wholly of persons who are not Members of the Council.
- (4) A convenor shall fix the times, places etc., of meetings.
- (5) The group may advise, recommend by means of reports of the convenor to the Clerk and Executive Officer or the appointing Committee.

#### VOTING IN COMMITTEES.

51. Members of Committees and Sub-Committees shall vote by show of hands, or, if at least two Members so request, by signed ballot. That with the exception of major policy decisions, any objection by a Member of Council, or any ultra vires action the Council Committees shall operate with plenary powers.
52. **Chairmen of Committees and Sub-Committees shall in the case of an equality of votes have a second or casting vote.**

#### PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS.

53. Any Council Members, shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings if any Committee or Sub-Committee of which he not a Member and may be allowed to speak at the Chairman's discretion but shall not vote.

#### ACCOUNTS AND FINANCIAL STATEMENT.

54. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the Committee, if any, having charge of the business to which it relates, or by the Chairman or Vice-Chairman of the Council.
- (c) All payment ratified under sub-paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before Council.
55. (a) The Council's annual accounts shall be prepared in accordance with The Accounts and Audit (Wales) Regulations 2005.
- (b) The Clerk and Executive Officer shall arrange for a proper Annual Internal Audit to be carried out by a body approved by the Council.
- (c) The Annual Return and Statement of Assurance shall be approved by Council before the end of September prior to being sent to the Wales Audit Office.

#### ESTIMATES.

56. (a) The Council shall approve written estimates for the coming financial year at its meeting in the month of January.
- (b) Any Committee desiring to incur expenditure shall, not later than December, give to the Clerk and Executive Officer a written estimate of the expenditure recommended for the coming year.

#### INTERESTS.e

57. (a) If any Member has an interest within the scope of The Code of Conduct based on The National Assembly For Wales Statutory Instrument 2008 No. 788 (W82) Local Government, Wales, The local Authorities (Model Code of Conduct) (Wales) Order 2008. he shall declare his interest.
- (b) According to the scope of the clause in which he declares an interest, he shall either be able to speak but not vote, remain in the Chamber but neither speak nor vote or withdraw completely from the Chamber..
- 58. The Clerk and Executive Officer shall record in a book to be kept for the purpose, particulars of any registration or disclosure of interest given by a Member or any officer of the Council, and the book shall be open during office hours for the inspection of any Member.**
59. If a candidate for any appointment under the Council is to his knowledge related to any Member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk and Executive Officer. A candidate who fails so to do shall be disqualified for such appointment and if appointed maybe dismissed without notice.
60. (a) The Clerk and Executive Officer shall report to the Council or to the appropriate Committee any such disclosure. The Member having declared a relationship shall be invited to withdraw from the meeting.
- (b) The Clerk and Executive Officer shall make known the purport of this and Standing Order 59 to every candidate.

#### CANVASSING OF AND RECOMMENDATIONS BY MEMBERS.

61. (a) The canvassing of Members of any Committee directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk and Executive Officer shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion, but, nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
62. Standing Orders Nos. 59 and 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### INSPECTION OF DOCUMENTS.

63. A Member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a Committee, and if copies are available shall, upon request, be supplied for the like purpose with a copy.
64. (a) **Not later than seven days after a meeting of the Council or its Committees all minutes shall be open for inspection by any Member of the Council.**
- (b) **That the agenda and minutes are sent to Members of the Council simultaneously.**
- (c) **A hard copy of all correspondence is maintained in date order by the Clerk and Executive Officer for the inspection of Members of the Council.**
- (d) **That a hard copy of all correspondence to Members of the Council from the Clerk and Executive Officer is maintained in date order.**
- (e) **That the Chairman and Vice-Chairman are furnished with a copy of all items of correspondence sent by the Council.**

#### UNAUTHORISED ACTIVITIES.

65. No Member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders:
- unless authorised to do so by the Council or the relevant Committee or Sub-Committee.

#### ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS.

66. **The public shall be admitted to all meetings of the Council and its Committees and sub-Committees, which may, however, temporarily exclude the public by means of the following resolution, viz:**

##### Local Government (Access to Information) Act 1985.

*RESOLVED - That the public be excluded from the meeting under section 100A(4) of the Local Government Act 1972 for the above items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 & 11 of Part I of Schedule 12A of the Act.*

67. The Clerk and Executive Officer shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

68. If a Member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he may be removed from the Council Chamber.

#### CONFIDENTIAL BUSINESS.

69. (a) No Member of the Council or of any Committee or Sub-Committee 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.
- (b) Any Member in breach of the provision of paragraph (a) of this Standing Order shall be removed from any Committee or Sub-Committee of the Council by the Council.

#### LIAISON WITH COUNTY BOROUGH COUNCILLORS.

70. A notice of meeting may be sent together with an invitation to attend to the County Borough Councillors for the Ward.
71. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Borough Council shall be transmitted to the County Borough Councillor for the ward.

#### PLANNING APPLICATIONS.

72. (a) The Clerk and Executive Officer shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (i) The date on which it was received;
  - (ii) The name of the applicant;
  - (iii) The place to which it relates;
  - (iv) A summary of the nature of the application.
- (b) The Clerk and Executive Officer shall refer every Planning Application to the Members of the Council in sufficient time for any necessary objections or other observations to be made to the Planning Authority on a personal or corporate basis as appropriate.

#### PROCUREMENT OF GOODS AND SERVICES.

73. (a) This Standing Order states the policy and procedures for the procurement of goods and services by purchase order and contract.

It is appreciated that there are some times a need to obtain goods and services as a matter of urgency. However, there is also a requirement to ensure that the Council obtains the best quality and price by following sensible procedures which protect the integrity of both the individual and the Council whilst maintaining accurate and up to date information of the Council's trading position and control of assets and liabilities.

The purpose of this Standing Order is to underline current policy and the required procurement procedure to be followed, including levels of authority applicable.

- (b) Budget.  
The RFO is reminded of the need to ensure that sufficient funds exist in the relevant Budget before committing any expenditure.

(c) Purchase Orders.

1. Preparation.

- 1.1 The minimum authority level for issuing purchase orders is the Assistant to the Clerk and Executive Officer.
- 1.2 The person receiving the goods, irrespective of grade must sign the certificate of receipt.

2. Categories.

Purchase orders fall into three different categories.

- (i) Under £250 in value, excluding VAT.
- (ii) Competitive over £250 but less than £2,000 in value, excluding VAT.
- (iii) Non Competitive over £250 but less than £2,000 in value, excluding VAT.

3. Purchase Orders under £250 in value, excluding VAT.

An order may be placed with any chosen firm, providing the price, excluding VAT, has been obtained and entered onto the purchase order.

4. Competitive Purchase orders over £250 but less than £2,000 in value, excluding VAT.

Telephone or written quotations should be sought from three or more firms. On receipt of the quotations the prices quoted should be attached to the reverse of the purchase order and eventually attached to the Invoice. The order may be sent to the successful firm and unsuccessful firms notified accordingly.

5. Non competitive Purchase Orders over £250 but less than £2,000 in value excluding VAT.

The issue of a non-competitive purchase order for over £250 must meet one of the following criteria:-

- (a) There is only one firm nationally able to provide the equipment or services required.
- (b) It is uneconomic to prepare specifications and no similar equipment would be satisfactory.
- (c) The firm is the only one able to meet the required date and shortage of time does not permit tender from a wider field.
- (d) On the grounds of **extreme** urgency.  
“The price is not a reason for non competition”.

(d) Contracts.

- 1. The aim of the Council is to ensure that value for money is obtained by competitive tendering whenever possible. Although the tendering can be carried out by the Clerk and Executive Officer or his agents, the awarding and determination of all contracts is vested in the elected Members of the Council.

Obviously there are occasions when the Clerk and Executive Officer or his staff need to speak to prospective contractors about technical capability. However, price must not be discussed and care should be taken not to commit the Council to a verbal contract. Neither the Council its Committees or Sub-Committees is bound to accept the lowest tender.

2. Procedure.  
Either the Clerk and Executive Officer or his agents may invite a selection of contractors to provide a tender. However, all the tenders must be returned to the Clerk and Executive Officer at the Council Office by a specific time and date. The unopened tenders will remain in the care of the Clerk and Executive Officer until they are opened in the presence of at least one elected Councillor. The summary of tenders will be presented as an agenda item for decision at the next Council or its Committee meeting.
  3. Budget.  
Once the elected Members of the Council have agreed to a tender being accepted, the tender price becomes the budget for the job. Any unscheduled work or major deviations should be brought to the Council's attention. Additional funds can only be granted by the elected Members of the Council.
- (e) Payments Procedure.  
Delays in payment must be avoided, to ensure the Council's reputation is maintained and so that suppliers are encouraged to provide the Council with an efficient service at a cost effective price.

#### CODE OF CONDUCT ON COMPLAINTS.

74. Where a member of the public has a complaint he may pursue the same using
- (i) The Llantwit Fardre Community Council Complaints Procedure
  - (ii) Approach to the Monitoring Officer within Rhondda Cynon Taff CBC Legal and Democratic Services Department, The Pavilions, Cambrian Park, Clydach Vale, CF40 2XX
  - (iii) Approach the Public Services Ombudsman For Wales, 1 Ffordd yr Hen Gae, Pencoed CF35 5LJ

#### VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS.

75. Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.
76. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

#### STANDING ORDERS TO BE GIVEN TO MEMBERS.

77. A copy of these Standing Orders shall be given to each Member by the Clerk and Executive Officer upon delivery to him of the Member's declaration of acceptance of office.

#### CLERK AND EXECUTIVE OFFICER'S NOTIFICATION TO COUNCILLORS.

78. (a) "That the Clerk and Executive Officer informs the Council, either through the Chairman, the Leader or the weekly mail system, of any works being carried out by the Council that is not of a routine maintenance nature"
- (b) "That in the unavoidable absence or unavailability of the Clerk and Executive Officer, the Chairperson, acting on his/her own or after consulting with others, shall in an emergency situation and if it is believed to be in the best interests of the Council or the community, be empowered to issue instructions to employees of the Council"

## GRANT AID and FREE USE

79. All Grant Aid Applications must be accompanied by a current statement of accounts. All applications should be brought before the meeting that deals with Grant Aid and Free Use applications that follows the public advertisement which is placed in the press in the month of May. An application received after the closing date notified in the public advertisement should be acknowledged and held over until the following year.