

# **BODFARI COMMUNITY COUNCIL**

## **STANDING ORDERS**

### **1. Meetings**

- a) Meetings of the Council shall be held in each year on such dates and times and at such place as the Council may direct. Unless the Council shall direct otherwise, ordinary meetings of the Council shall commence at 07.00pm and finish by 09.00pm. Any business remaining to be dealt with shall be carried over to the next ordinary meeting or to such date and time as the chairman shall direct.
- b) Smoking is not permitted at any meeting of the Council.
- c) Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- d) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- e) The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.

### **2. The Statutory Annual Meeting**

- a) In an election year the Annual Council Meeting shall be held on or within 14 days following the day on which the councillors elected take office and
- b) In a year which is not an election year the Annual Council Meeting shall be held on such a day in May as the Council may direct.

### **3. Chair of the Meeting**

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

### **4. Proper Officer**

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, he/she shall be the Clerk or nominated officer:

To receive declarations of acceptance of office.

To receive and record notices disclosing interests at meetings.

To hold a copy of every councillor's register of interests.

To receive and retain plans and documents.

To sign notices or other documents on behalf of the Council.

At least three clear days before a meeting of the council, a committee or a sub-committee, to:

- serve on councillors by delivery or post at their residences a signed summons confirming the time, place and the agenda;
- provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and publish electronically notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

To convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office.

To facilitate inspection of the minute book by local government electors.

To receive copies of bylaws made by another local authority.

To certify copies of bylaws made by the Council.

To keep proper records for all Council meetings.

To assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.

To liaise, as appropriate, with the Council's Data Protection Officer

## **5. Quorum of the Council**

Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

If a quorum is not present or if during the meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chair may fix.

## **6. Voting**

- a) Members shall vote by show of hands or, if at least two members so request, by signed ballot.

- b) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- c) Subject to A and B below the Chair 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 whether or not he/she gave an original vote.

A-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 Chair and Vice-Chair until the end of the term of office he/she may not give an original vote in an election for Chair.

B-The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

## **7. Order of Business**

At each Annual Meeting the first business shall be:

- a) To elect a Chair of the Council.
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In an ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) To elect a Vice-Chair of the Council.
- f) To appoint representatives to outside bodies.
- g) To appoint any committees or sub-committees.
- h) To consider the payment of any subscriptions falling to be paid annually.
- i) To inspect any deeds and trust investments in the custody of the Council as required;

and shall thereafter follow the order set out in the Standing Order 11.

## **8. Extraordinary meetings of the council, committees and sub-committees**

The Chair of the Council may convene an extraordinary meeting of the Council at any time.

If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving

the time, place and agenda for such a meeting shall be signed by the two councillors.

## **9. Chairing meetings**

At every meeting other than the Annual Council Meeting the first business shall be to appoint a Chair if the Chair and Vice –Chair are absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

## **10. Review of employees pay and conditions**

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. ( Standing Order 33 must be read in conjunction with this requirement.)

## **11. Order of Business**

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 a correct record.
- c) To deal with business expressly required by statute to be done.
- d) To dispose of business, if any, remaining from the last meeting.
- e) To receive such communications as the person presiding may wish to lay before the Council.
- f) To answer questions from Councillors.
- g) To receive and consider reports and minutes of committees.
- h) To receive and consider resolutions or recommendations in the order in which they have been notified.
- i) To authorise the sealing of documents.
- j) If necessary, to authorise the signing of orders for payment.

## **12. Urgent Business**

A motion to vary the order of business on the grounds of urgency:

- a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded, and

- b) Shall be put to the vote without discussion.

### **13. Resolutions Moved On Notice**

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the Council.

### **14. Recording of resolutions/recommendation**

The Clerk shall date every notice of resolution or recommendation when received by him/her, 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.

### **15. Meeting Summons**

The Clerk 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.

### **16. Withdrawn Resolutions**

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.

### **17. Referral of Resolutions**

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 Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

### **18. Relevant resolutions**

Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

### **19. Resolutions Moved Without Notice**

Resolutions dealing with the following matters may be moved without notice:

- a) To appoint a Chair 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 the 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 motion.
- l) To give leave to withdraw a resolution or amendment.
- m) To extend the time limit for speeches.
- n) To exclude the press and public (see Standing Order 54 below.)
- o) To silence or eject from the meeting a member named for misconduct (see Standing Order below.)
- p) To give consent of the Council where such consent is required by these Standing Orders.
- q) To suspend any Standing Order (see Standing Order 64 below).
- r) To adjourn the meeting.

## **20. Questions**

A member may ask the Chair of the Council or the Clerk any question concerning the business of the Council providing notice is given at the start of the council meeting.

**21.** Questions not connected with business under discussion shall not be asked except during the part of the meeting set aside for questions.

**22.** Every question shall be put and answered without discussion.

**23.** A person to whom a question has been put may decline to answer.

## **24. Rules of Debate**

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

## **25. Discussion of resolutions/Amendments**

- 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 Chair, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
- 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 by a mover of a resolution shall exceed five minutes and no other speech shall exceed five minutes except by the consent of the Council.
- e) An amendment shall be either:
  - i) To leave words out.
  - ii) To leave words out and insert others.
  - iii) To insert or add words.
- f) An amendment shall not have the effect of negating the resolution before the Council.
- g) If an amendment be carried, the resolution 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 five 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 speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood.
- 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 permission 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 the member named leave the meeting.
- vii) That the resolution be referred to a committee.
- viii) To exclude the public and press.
- ix) To adjourn the meeting.

**26.** A member shall remain seated when speaking unless requested to stand by the Chair.

### **27. Speaking at meetings**

- a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chair. If two or members wish to speak, the Chair shall decide who to call upon.
- c) Whenever the Chair speaks during a debate all other members shall be silent.

### **28. Closure**

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 Chair shall put the motion, but in the case of a motion “that the question be now put”, only if he/she 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/she shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after the 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.

### **29. Disorderly Conduct**

- a) All members must observe the Code of Conduct that has been adopted by the Council.

Dispensation requests shall be in writing and submitted to the standards committee of the County Council as soon as possible before the meeting that the dispensation

is required for.

- b) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly, or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Standing Order, the Chair 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.

If a member reasonably believes another member is in breach of the Code of Conduct, that member is under duty to report the breach to the Local Commissioner (Wales).

- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

### **30. Right of Reply**

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 a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

### **31. Alteration of Resolution**

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

### **32. Recission of Previous Resolution**

- 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 six members of the Council, or by resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under the provision of paragraph (a) of this Standing Order has been disposed of, no similar resolution may be moved within a further six months.

### **33. Voting on Appointments**

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 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.

### **33. Discussions and Resolutions Affecting Employees of the Council**

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 has decided whether or not the press and public shall be excluded. (see Standing Order 9).

### **35. Expenditure**

Cheques for the payment of money shall be authorised by resolution of the Council and signed by the Chair and one other member.

### **36. Committees**

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary whose terms of reference and members shall be determined by the committee, 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.
- b) May appoint persons other than members of the Council to any Committee unless it is a committee which regulates and controls the finances of the Council.
- c) May subject to the provisions of Standing Order 32 above at any time dissolve or alter the membership of committee.

### **37. Committee Chair and Vice Chair**

The Chair and Vice-Chair, ex-officio, shall be voting members of every committee.

### **38. Committee – first meeting**

Every committee shall at its first meeting before proceeding to any other business shall elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the Council, and shall settle its programme of meetings for the year.

### **39. Special Meeting**

The Chair of a committee or the Chair 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.

### **40. Voting - Committees**

Members of committees entitled to vote, shall vote by a show of hands, or, if at least two members so request, by signed ballot.

#### **41. Casting Vote**

Chairs of committees shall in the case of an equality of votes have a second or casting vote.

#### **42. Presence of Non-Members of Committees at Committee Meetings**

A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

#### **43. Accounts and Financial Statements**

- a) Except as provided in 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 for payment by the Clerk with approval from the Chair and one other member.
- c) All payments ratified in b) shall be included in the next schedule of payments to go before the Council.

#### **44. Statement of Receipts and payments**

The Responsible Financial Officer (Clerk) shall supply to each member as soon as practicable after 31st March in each year a statement of receipts and payments of the Council for the completed financial year. A Financial Statement prepared on the appropriate accounting basis for the year ended 31 March shall be presented to each member before the end of May. The Statement of Accounts of the Council (which is subject to internal and external audit) shall also be presented to Council for formal approval at this time.

#### **45. Estimates and Precepts**

The Council shall approve written estimates for the coming financial year before the end of the month of January.

#### **46. Interests**

If a member has a personal interest as defined by the Code of Conduct then that interest must be declared and a decision made by the member whether to stay or withdraw.

#### **47. Register of Member's Interests**

The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of Denbighshire County Council and/or as required by statute.

#### **48. Appointments**

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/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk.

A candidate who fails so to do shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where a relationship to a member is disclosed, Standing Order 45 shall apply as appropriate.

**49.** The Clerk shall make known the purpose of Standing Order 47 to every candidate.

#### **50. Canvassing of and Recommendations By Members**

- a) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- b) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

#### **51. Tenders**

Standing Orders Nos. 48 & 50 shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **52. Inspection of Documents**

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, on request, be supplied for the like purpose with a copy.

#### **53. Minutes**

All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

#### **54. Unauthorised Activities**

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

Inspect any lands or premises which the Council has a right or duty to inspect; or  
Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee.

#### **55. Admission of the Public and Press to Meetings**

The public and press shall be admitted to all meetings of the Council and its committees which may, however, temporarily exclude the public by means of the following resolutions:

“that in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.”

**56.** The Council shall state the special reason for exclusion.

**57.** At all meetings of the Council the Chair may at his/her discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

**58.** The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

**59.** If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

## **60. Confidential Business**

- a) No member of the Council or of any committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council or the committee as the case may be.
- b) Any member in breach of the provision of paragraph (i) of this Standing Order shall be removed from any committee of the Council by the Council.

## **61. Liaison with County Councillors**

A summons and Agenda for each meeting shall be sent, together with an invitation to attend, to the County Councillor for the appropriate ward (if not already a serving Councillor of the Community Council).

## **62. Planning Applications**

The Clerk shall, as soon as it is received, record the following particulars of every planning application notified to the Council:

the date on which it was received  
the name of the applicant  
the details of the application;

The Clerk shall refer every planning application received to the next available meeting of the Council.

Where the next meeting is after the final date for consultation, the clerk may contact individual councillors for their response. If there are no objections and a majority agree to approve, the clerk may respond to the County Council accordingly before bringing the

application to the next meeting. If there is an objection or no majority agreement to approve an extension should be sought or a special meeting called.

### **63. Financial Matters**

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer (Clerk).

Such Regulations shall include detailed arrangements for the following:

the accounting records and systems of internal control;

the assessment and management of risks faced by the Council;

the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;

the financial reporting requirements of members and local electors and procurement policies (subject to (ii) below) including setting of values for different procedures to apply.

Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £5,000 shall be procured on the basis of tender (this figure to be reviewed/updated periodically.).

The Council, nor any Committee, is not bound to accept the lowest tender, estimate, or quote. Any tender notice shall contain reference to the Standing Orders 48, 50 & 51 regarding improper activity.

The Financial Regulations should be subject to regular review-at least once every four years.

[N.B. Council is reminded that the a public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

### **64. Code of Conduct on Complaints**

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for

those complaints which should be properly directed to the Commission (Wales) for consideration.

## **65. Variation, Revocation, and Suspension of Standing Orders**

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.

## **66. Standing Orders to be given to Members**

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

## **67. Management of Information**

The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.

Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

## **68. Responsibilities under data protection legislation**

(Below is not an exclusive list).

*See also standing order 67.*

The Council may appoint a Data Protection Officer.

The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.

The Council shall have a written policy in place for responding to and managing a personal data breach.

The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.

The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.

The Council shall maintain a written record of its processing activities.

## **69. Responsibilities to provide information**

*See also standing order 67.*

In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.

## **70. Execution and sealing of legal deeds**

- a) A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b) Subject to standing order 70(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

## **71. Standing orders generally**

- a) All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b) A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer.
- c) The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d) The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

***(The above Standing Orders were adopted by the Bodfari Community Council at the meeting of the Council on 14<sup>th</sup> May 2019).***