

Bishton Community Council

Standing Orders (OVW-Aligned Edition – 2026)

1. Introduction

These Standing Orders regulate the proceedings and governance of Bishton Community Council (“the Council”). They must be read alongside the Council’s **Financial Regulations**, **Code of Conduct**, and all relevant legislation. Mandatory statutory requirements override any Standing Order.

2. Meetings of the Council

2.1 Types of Meetings

- **Ordinary Meetings** shall be held monthly unless the Council resolves otherwise.
- **Annual Meeting** shall be held in May.
- **Extraordinary Meetings** may be convened by the Chair or by two councillors.

2.2 Notice of Meetings

- The Clerk shall issue notice and agenda **at least three clear days** before the meeting.
- Notice shall be published electronically and displayed on community notice boards.

2.3 Public Access

- Meetings shall be open to the public and press unless a resolution is passed to exclude them for confidential business.
- Public participation may be permitted at the discretion of the Chair.

3. Chairing of Meetings

- The Chair presides at meetings; in their absence, the Vice-Chair presides.
- If both are absent, councillors shall elect a member to preside.
- The Chair’s ruling on procedure, order, and relevance is final.

4. Quorum

- A meeting shall not take place unless **one-third** of councillors are present.
- If a meeting becomes inquorate, business shall be adjourned to the next meeting.

5. Order of Business

5.1 Ordinary Meetings

1. Attendance
2. Apologies
3. Declarations of Interest
4. Approval of Minutes
5. Matters Arising
6. Business on the Agenda
7. Reports from Committees
8. Financial Matters
9. Correspondence
10. Date of Next Meeting

5.2 Annual Meeting

1. Election of Chair
2. Election of Vice-Chair
3. Review and adoption of Standing Orders
4. Appointment of committees and representatives
5. Receipt of annual reports

6. Minutes

- Minutes shall be prepared by the Clerk and submitted for approval at the next meeting.
- Once approved, minutes shall be signed by the Chair and published.

7. Motions and Resolutions

7.1 Motions Requiring Written Notice

- Motions must be submitted to the Clerk **at least three clear days** before the meeting.
- Motions must relate to the Council's lawful functions.

7.2 Motions Without Notice

The following may be moved without notice:

- Appointment of Chair
- Approval of minutes
- Amendments to motions
- Adjournment
- Exclusion of press/public
- Suspension of Standing Orders (except mandatory ones)

8. Rules of Debate

- Motions must be moved and seconded.
- Only one amendment may be considered at a time.
- The mover of a motion has a right of reply.

- The Chair may close debate when necessary for orderly conduct.

9. Voting

- Voting shall be by show of hands unless the Council resolves otherwise.
- The Chair has a casting vote.

10. Committees

- The Council may appoint committees and sub-committees and define their terms of reference.
- Committees shall report their decisions and recommendations to the Council.

11. Proper Officer

The Clerk is the Proper Officer and Responsible Financial Officer unless the Council appoints others. The Proper Officer shall:

- Issue notices and agendas
- Prepare minutes
- Manage correspondence
- Maintain records
- Administer financial procedures in accordance with Financial Regulations

12. Financial Controls

- Financial governance shall be conducted strictly in accordance with the Council's **Financial Regulations**.
- Standing Orders shall not duplicate detailed procurement thresholds or spending powers.

13. Management of Information

- The Council shall comply with the Freedom of Information Act and GDPR.
- Confidential information shall not be disclosed without lawful authority.
- Agenda papers and minutes shall avoid disclosure of personal data unless legally justified.

14. Code of Conduct

- Councillors shall observe the Code of Conduct at all times.
- Interests shall be declared at the earliest opportunity.
- Dispensations shall be sought in accordance with statutory procedures.

15. Complaints

- Complaints against councillors shall be handled in accordance with the Public Services Ombudsman for Wales process.
- Informal local resolution procedures may be used but are **not** part of Standing Orders.

16. Standing Orders Generally

- Standing Orders shall be reviewed annually.
- Standing Orders may be suspended by resolution, except those required by law.
- Amendments require written notice and a Council resolution.