STANDING ORDERS BRYNCRUG COMMUNITY COUNCIL

STANDING ORDERS	
Rules for debate at meetings	2
Disorderly conduct at meetings	2
Meetings generally	3
Committees and sub-committees	6
Ordinary council meetings	7
Extraordinary meetings of the council, committees and sub-committees	9
Previous resolutions	9
Voting on appointments	9
Motions for a meeting that requires written notice to be given to the proper officer	9
Motions at a meeting that do not require written notice	10
Management of information	10
Draft minutes	11
Code of conduct and dispensations	12
Code of conduct complaints	12
Proper officer	12
Responsible financial Officer	13
Accounts and accounting statements	14
Financial controls and procurement	14
Handling staff matters	15
Responsibilities to provide information	16
Responsibilities under data protection legislation	16
Relations with the press/media	16
Execution and sealing of legal deeds	16
Communicating with county borough or county council councillors	16
Standing orders generally	17

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Next Review July 2027

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j A point of order shall be decided by the chair of the meeting and their decision will be final.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

a Notices of meetings

i. The notice (including how the meeting may be accessed virtually, if applicable) must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

ii. If a member wants to receive the summons in writing rather than electronically to the address allocated to them or notified as their address to the clerk , they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

iii. The notice must provide details about how to access the meeting remotely, and the time and place of the meeting. The place may be omitted if the meeting is held by remote means only.

iv. In exceptional circumstances, a meeting of a committee or sub-committee of the council may be called at shorter notice. In which case, notices should be published with at least 24 hours' notice.

v. Meetings of the Council shall be held at monthly intervals at 7pm unless the Council has previously decided otherwise. The normal meetings of the Council shall be held on the third Monday of each month save August. When no meeting is held on the third Monday the Council shall notify at the usual meeting the previous month.

vi. The Statutory Annual Meeting in an election year shall be held on, or within fourteen days after the day on which the Councillors elected at the election take office and in any other year shall be held on the third Monday or such a day in May as the Council may determine.

vii. An extraordinary meeting of the Council may be called at any time by the Chairman.

These notice requirements also apply where a formal meeting is taking place which is not open to the public.

<u>Meetings Generally - Other</u>

a. The minimum three clear days for notice of a meeting does not include the day on which the 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.

b. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public and the press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and the press to be excluded.

c. The person presiding over the meeting must give members of the public in attendance, who have given written notice to the Clerk of their intention to attend and address the Council over a particular issue a reasonable opportunity to make representations. **The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed otherwise by the chair of the meeting.** Representations should not be discussed if they are likely to prejudice the effective conduct of the meeting.

d. In accordance with standing order 3(c), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

e. A person who speaks at a meeting shall direct their comments to the chair of the meeting.

f. Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

g. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's consent.

h. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.

i. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice Chair of the Council (if there is one).

j. The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one), if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

k. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.

l. The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

m. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

v. if there was a public participation session; and

vi. the resolutions made.

n. A councillor or a non-councillor with voting rights who has a personal or prejudicial interest in a matter being considered at a meeting which limits or restricts their right to participate in a discussion or vote on that matter is subject to obligations in the code of conduct adopted by the Council.

o. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4(d)(viii) for the quorum of a committee or sub-committee meeting.

p. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

q. A meeting shall not exceed a period of **2 hours.**

r. All members present during the whole or part of a meeting must sign their names in the attendance book before the conclusion of every meeting to assist with the record of attendance.

4. COMMITTEES AND SUB-COMMITTEES

a. Unless the Council determines otherwise, a committee may appoint a sub- committee whose terms of reference and members shall be determined by the committee.

b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council

c. Unless the Council determines otherwise, all the members of an advisory committee and sub-committee of the advisory committee may be non-councillors.

d. The Council may appoint standing committees or other committees as may be necessary, and:

a. shall determine their terms of reference;

b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meeting;

d. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

e. shall, after it has appointed the members of a standing committee, appoint the chair and vice chair of the standing committee who shall hold office until the next annual meeting of the council;

f. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

g. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

h. shall determine if the public may participate at a meeting of a committee;

i. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

j. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

k. may dissolve a committee or sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take**

place at 7pm.

d **In addition to the annual meeting of the Council, any number of other ordinary meetings may be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Appointment of any new committees in accordance with standing order 4;

iv. Review and adoption of appropriate standing orders and financial

regulations;

v. Review of the eligibility criteria for the use of the general power of competence

vi. Review and adoption of the council's annual report

vii. Review and adoption of the council's training plan

viii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses;

ix. Review of representation on or work with external bodies and arrangements for reporting back;

x. Review of inventory of land and other assets including buildings and office equipment;

xi. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xii. Review of the Council's and/or staff subscriptions to other bodies;

xiii. Review of the Council's complaints procedure;

xiv. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xv. Review of the Council's policy for dealing with the press/media;

xvi. Review of the Council's employment policies and procedures;

xvii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972

xviii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

b. **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.

c. **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.**

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at **least 3 councillors** to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRES WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least **3 clear days before the meeting**. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda, received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to appoint a person to preside at a meeting;

v. to change the order of business on the agenda;

vi. to proceed to the next business on the agenda;

vii. to require a written report;

viii. to appoint a committee or sub-committee and their members;

ix. to extend the time limits for speaking;

x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xi. to not hear further from a councillor or a member of the public;

xii. to exclude a councillor or member of the public for disorderly conduct;

xiii. to temporarily suspend the meeting;

xiv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xv. to adjourn the meeting; or

xvi. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **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. Such date will include recordings of meetings held by the Council.**

b **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, recorded 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).

c **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.**

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

12. DRAFT MINUTES

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i.).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e Subject to standing order **20**(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

f) **no later than seven working days of a council meeting, the council must publish electronically a note setting out:**

- **The names of the members who attended the meeting, and any apologies for absence;**
- **Any declarations of interest; and**
- **Any decisions taken at the meeting, including the outcomes of any votes.**

The requirements regarding the note to be published after a council meeting do not apply for private business or where disclosure would be detrimental to acting on those decisions.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(q).

a **Councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.**

b All councillors and non-councillors with voting rights shall undertake training in the code of conduct within six months of the delivery of their acceptance of office form.

c **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.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the Public Services Ombudsman for Wales that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 13, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined.

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

iii. indemnify the councillor or non-councillor with voting rights in respect of their related legal costs and any such indemnity is subject to approval by a meeting of the Council.

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

i. The Proper Officer shall **at least three clear days before a meeting of the council, a committee** or a sub-committee:

a) Arrange for the serving of the notice (including how the meeting may be accessed virtually, (if applicable) which must be published electronically and in a conspicuous place in the community at least three clear days before the meeting, or if the meeting is convened at shorter notice, at the time it is convened.

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **(3)** days before the meeting confirming their withdrawal of it;

iii. **convene a meeting of Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests where the Council has resolved to require councillors to declare interests upfront;

viii. 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;

ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of freedom of information and data protection legislation and other legitimate requirements (e.g., the Limitation Act 1980);

xi. arrange for legal deeds to be executed;

*See also standing order **23**;*

xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiii. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils in Wales – A Practitioners' Guide."

b All payments by the Council shall be authorised, approved and paid in accordance with

the law, proper practices and the Council's financial regulations.

c The RFO will provide a monthly financial statement to all councillors for approval at each ordinary meeting which will detail all income and expenditure during the last period.

d The RFO will provide monthly Income Tax payment statements and a Clerk's payment statement to show there has been compliance with HMRC PAYE.

e As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

f The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a The Council shall consider and approve financial regulationswhich shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council.

d The Council is not bound to accept the lowest value tender.

e **Where the value of a contract is likely to exceed the threshold specified by the Welsh Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. Guidance from the Welsh Government on procurement contained detailed guidance and has been circulated to all member councils.**

19. HANDLING STAFF MATTERS

a Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the Council this shall be communicated to another member of the council to be progressed and resolved.

b Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **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.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).
See also standing order **11***.*

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

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

c **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.**

d **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.**

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

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing order ***15(a)(xi)***

A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

[Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH COUNTY BOROUGH OR COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the County Council representing the area of the Council.

25. 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 **(3) councillors** to be given to the Proper Officer in accordance with standing order **9.**

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.