

BARGOED TOWN COUNCIL

CYNGOR TREF BARGOD



STANDING ORDERS

As adopted 1st May 2019, amended 31st July 2019.

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BARGOED TOWN COUNCIL

STANDING ORDERS

These Standing Orders are made by **BARGOED TOWN COUNCIL** (hereinafter referred to as "The Council") for the regulation of the Council's business, pursuant to Paragraph 42 of Schedule 12 of the Local Government Act 1972 and with respect to the making of contracts, in accordance with the terms of Section 135 of that Act. It is not to be construed that their effect derogates any statutory requirements or the effects of relevant case law.

The Standing Orders printed in **bold type face** below reflect a selection of the many relevant mandatory statutory requirements and associated case law, applicable to Welsh Community and Town Councils and, as such, they are generally incapable of suspension by resolution. However, it should be understood that they do not comprehensively encompass all statutory provisions relating thereto.

Bargoed Town Council recognises that local councillors can be male/female/non identified gender, therefore throughout this publication where the masculine gender is used this should be interpreted as gender neutral.

MEETINGS OF THE COUNCIL, COMMITTEES AND SUB COMMITTEES.

1. In a year which is a year of ordinary elections of Town Councillors, the Annual Meeting of the Council shall be held on, or within fourteen days after, the day on which its Councillors elected at that election take office (viz. on the fourth day thereafter). This means that the Annual Meeting is required to be held within four and eighteen days after the date of the election, or otherwise as described by law. In any other year the Annual Meeting shall be held on such day in May as the Council may determine. It shall be held at 6.00 p.m. or such hour as the Council may otherwise fix or, if no hour is so fixed, six o'clock in the evening.

2. The Council shall, in every year hold, in addition to the annual meeting, as many ordinary meetings as they see fit for the transaction of its business, such meetings being held monthly on a Wednesday at 6.00 p.m. excluding the month of August. All meetings shall finish by 8.00p.m unless agreed at the previous meeting. All meetings of Council where the Town Mayor presides, shall, at the start of such meetings "Be upstanding for the Mayor". It will also be incumbent upon the Clerk to draw the Councils attention to any members who have not attended any meetings for a period of four months.

Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public who wish to raise an issue should write to the Clerk giving five clear working days' notice prior to the meeting to give time for information to be collated.

The period of time designated for public participation at a meeting shall not exceed 20 minutes unless directed by the chairman of the meeting. A member of the public shall not speak for more than 10 minutes. A person who speaks at a meeting shall direct his comments to the chairman of the meeting. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

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

3. **An extraordinary meeting of the Council may be called at any time by the Town Mayor. Should he refuse to call such a meeting after a requisition for that purpose signed by two members has been presented to him or if he does not call an extraordinary meeting within seven days after such a requisition has been presented to him. Two Members of the Council, on that expiration of those seven days, may convene an extraordinary meeting of the Council.**

4. **A meeting of the Council, or a Committee or Sub-Committee thereof, shall be held at such place, either within or without its area, as the Council, Committee or Sub-Committee may respectively direct, but shall not be held in premises licensed for the sale of intoxicating liquor unless no other suitable room is available either free of charge or at a reasonable cost.** Generally meetings of the Council shall be held at The Town Hall, Bargoed. If disabled access is required a suitable alternative venue will be made available.

5. **At least three clear days (not including the days of issue and meeting) before a meeting of the Council or a Committee of the Council-**

(a) **Notice of the time and place of the intended meeting shall be displayed on the town council website. Where a special meeting is called by members of the Council, the notice shall be signed by those members and shall specify the business proposed to be transacted at the meeting; and**

6. **Meetings of the Council and its Committees shall be held in accordance with Standing Orders.**

APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

7. The Council, for the purpose of discharging any of its functions or advising it on any matter relating thereto, may appoint one or more Committees comprising members of the Council and, if it so wishes, including persons who are not members thereof, but the latter shall not be permitted voting rights thereon and shall not be elected to preside thereat. All Committees shall report back to the full council on its decisions taken in accordance with delegated powers.

The Council have established the following:

Employee Disciplinary Committee - Composition - Three appointed members
To be held when required with full delegated powers. Reporting to full council.

Employee Appeals Committee - Composition - Three appointed members
To be held when required with full delegated powers. Reporting to full council.

MINUTES

8. (a) If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting, they shall be taken as read.

(b) No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy.

(c) Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

(d) Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous

draft minutes or recordings of the meeting shall be destroyed.

ELECTION OF TOWN MAYOR AND APPOINTMENT OF DEPUTY TOWN MAYOR.

9. **A Town Mayor shall, at the Council's Annual Meeting, be elected from amongst its members. Should he resign or becomes disqualified he shall continue the office until his successor becomes entitled to act as such (i.e. following his successors election to that office at the next Annual Meeting of Council or being elected to fill any casual vacancy for Town Mayor that may occur sooner).**
10. **The Town Mayor shall, at the Annual Meeting at which he is elected or re-elected (or at the meeting at which he is elected if filling a casual vacancy in that office), or if the Council at that meeting so permits, before or at a later meeting fixed by the Council, make in the presence of a member of the Council or of its Proper Officer, and deliver to the Council, a declaration of Acceptance of Office in a form prescribed by an order made by the National Assembly of Wales and, if he fails to do so, his office of Town Mayor shall thereupon become vacant. If present at any meeting of Council the Town Mayor shall preside.**
11. **The person presiding at the time of election of Town Mayor shall be disqualified from being a candidate for re-election to that office if he continues so to preside. Therefore, a person presiding who is a candidate for election thereto, (e.g. an outgoing Town Mayor wishing to be re-elected) shall be required to vacate the chair and leave the meeting prior to his name being formally proposed as a candidate.**
12. **In the case of an equality of votes in the election of Town Mayor, the person presiding at the meeting shall give a casting vote in addition to any other vote he/she may have.**
13. **A Deputy Mayor will be appointed annually by the Council from among its members and will hold the office until immediately after the election of Town Mayor at the next Annual Meeting of the Council, unless he should resign or become disqualified beforehand. In the absence of the Town Mayor at a meeting of the Council, the Deputy Town Mayor shall preside thereat but in the absence of both Town Mayor and Deputy Town Mayor, such Councillor as the members of the Council shall choose, shall preside.**
14. **The Town Mayor, Deputy Town Mayor or Councillor presiding at a meeting of the Council shall be empowered to exercise all the powers and duties of the office of Chairman in relation to the conduct of the meeting, including the right to exercise a second or casting vote, but shall not purport to exercise any of the functional executive powers or responsibilities of or on behalf of, the Council.**

PROPER OFFICER

15. **The Proper Officer (currently the Town Clerk) shall:-**
 - (a) **Receive and witness declarations of acceptance of office.**
 - (b) **To receive and retain plans and documents.**
 - (c) **To sign notices or other documents on behalf of the Council.**
 - (d) **To receive copies of byelaws made by the relevant County Borough Council.**
 - (e) **To certify copies of byelaws made by the Town Council.**
 - (f) **Sign and serve on councillors by delivery or post at their residences, a summons confirming the time, date, venue and the agenda of a meeting of the Council at least 3 clear days before the meeting.**
 - (g) **Include in the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.**
 - (h) **Convene a meeting of full Council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office.**
 - (i) **Make available for inspection the minutes of meetings.**

- (j) Receive planning applications and refer to the next appropriate meeting.

DECLARATION OF ACCEPTANCE OF TOWN COUNCILLOR.

16. A person elected or re-elected to the office of Town Councillor shall, before or at the very first meeting of the Council after his election (or in the case of co-option to that office, at the meeting at which he is co-opted), or if the Council at that meeting so permits, before or at a later meeting fixed by the Council, make in the presence of a member of the Council or the Proper Officer of the Council and deliver to the Council a declaration of acceptance of office in a form prescribed by an Order made by the Welsh Government (incorporating and undertaking by the declarant that, in performing his functions he will observe the Council's Code of Conduct for the time being adopted), and if he fails to do so his office as Town Councillor shall thereupon become vacant.

UNAUTHORISED ACTIVITIES

17. Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council:

- (i) Inspect any land and/or premises which the Council has a right or duty to inspect; or
- (ii) Issue orders, instructions or directions.

AGENDA FOR MEETINGS OF THE COUNCIL AND ORDER OF BUSINESS.

18. Except as otherwise provided by these Standing Orders or by statute, no item of business or motion shall be included in the agenda for a meeting of the Council, or discussed thereat, unless it has been placed upon the agenda by the Town Clerk, or by a Member of the Council, subject in the latter case to notice thereof being given to the Town Clerk in writing not later than seven clear days prior to the date of the meeting. The Town Clerk shall place upon the agenda for any such meeting all items of business or motions where notice is given as aforesaid.

19. Subject to any relevant statutory requirement, and to provisions contained elsewhere in these Standing Orders, including for varying the order of business, the business of any meeting of the Council (other than its Annual Meeting) shall be transacted in the following order:-

- (a) To elect a member to preside in the absence of the Town Mayor and Deputy Town Mayor.
- (b) To receive any apology for absence from the meeting of any Councillor and consider acceptance, or otherwise, of the reason, if any, given for such absence.
- (c) The Member presiding to sign the minutes of the previous meeting.
- (d) To receive disclosures of personal interest and the nature thereof, in accordance with the requirements of the Council's adopted members' Code of Conduct.
- (e) To examine and, where possible, determine any outstanding minutes.
- (f) To receive listed communications and, where appropriate, make decisions thereon.
- (g) To consider items of business placed upon the agenda by the Town Clerk and items of business placed thereon by members of the Council, in such order as the Town Clerk may deem most appropriate.
- (h) To consider and approve accounts for payment.
- (i) To determine or confirm the date of the next ordinary meeting of the Council.

20. At the Annual Meeting of the Council, in addition, the following business shall also be transacted in the following order:-

- (a) Election of Town Mayor.
- (b) Election of Deputy Town Mayor.
- (c) Appointment of Standing Committees.
- (d) Appointment of Members to serve on outside bodies.
- (e) Adoption of Standing Orders and Financial Regulations;
- (f) Adoption of Risk Assessment.

21. Any business not concluded should be carried forward to the following meeting and should be placed on the agenda by the Town Clerk.

MOTIONS requiring written notice

22. Except as provided under Standing Order 27 below each notice of motion shall be in writing, signed by the member or members of the Council giving the notice, and delivered to the Town Clerk in accordance with the requirements of Standing Order 18 above.

23. No motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.

24. If a motion, notice of which is thus specified in the summons (agenda), be not moved, it shall, unless proposed by consent of the Council, be treated as abandoned and shall not be moved without fresh notice.

25. Every notice of motion shall be relevant to some question over which the Council has power or which affects the Town and Community.

MOTIONS Not Requiring Written notice.

26. The following motions may be moved without written notice:-

- (a) To appoint a Chairman to preside at the meeting in the absence of the Town Mayor and the Deputy Town Mayor.
- (b) In relation to the accuracy of the minutes of the previous meeting.
- (c) To correct an inaccuracy in the minutes of the previous meeting.
- (d) To approve the absences of councillors.
- (e) To change the order of business.
- (f) To proceed to the next business.
- (g) To close or adjourn the debate on any particular item of business.
- (h) To appoint a Working Group and Members to serve thereon.
- (i) To receive and/or adopt a report.
- (j) To withdraw a motion.
- (k) To amend a motion.
- (l) To exclude the public and press in appropriate circumstances.
- (m) To adjourn the meeting
- (n) To answer questions from Councillors.
- (o) To authorise legal deeds to be signed by two councillors and witnessed.
- (p) To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- (q) To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- (r) To suspend the requirements of any Standing Order, except where, by so doing, statutory requirements would be purported not to apply.

QUESTIONS.

27. A councillor may seek an answer to a question concerning any business of the council provided 7 clear days' notice of the question has been given to the Proper Officer.

Relevant questions not related to items of business on the agenda for a meeting shall only be dealt with at the end of a meeting.

A person to whom the question has been put may decline to answer.

RULES OF DEBATE.

28. Members shall direct their speeches only to the subject currently under discussion and address the Mayor.

29. In the event of two or more members requiring to speak, the Mayor shall determine the order of speaking.

30. A motion or amendment to a motion, shall not be discussed unless it has been formally moved and seconded and, in the case of a motion, unless the required notice thereof has been given in accordance with Standing Order 22 above or is as referred to in Standing Order 27 above.

31. An amendment to a motion shall be only:-

- (a) to leave out words;
- (b) to leave out words and insert or add others;
- (c) to insert or add words,

32. If an amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.

33. The mover of a resolution shall have a right to reply immediately before the motion is put to the vote. Should an amendment be moved, 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.

34. A point of order shall be decided by the Mayor and his decision shall be final.

35. A motion or amendment may be withdrawn by the mover (with the concurrence of the seconder) and the consent of the Council, which shall be signified without discussion, and it shall not be competent for any member to speak upon it after the mover has asked permission for its withdrawal, unless such permission shall have been refused.

36. When a motion is under debate no other motion shall be moved except:-

- (a) To amend the motion.
- (b) To adjourn the meeting.
- (c) To adjourn the debate.
- (d) To proceed to the next business.
- (e) To put the motion to a vote.
- (f) To ask a person to be silent or for him to leave the meeting.
- (g) That the subject of debate be referred back to a Working Group.
- (h) To exclude the public and press.
- (k) To suspend any standing order, except those in **bold** text which are mandatory.

RESCISIONS OF RESOLUTIONS

37. (a) A resolution of the council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 7 councillors of the council, or by a motion moved in pursuance of the report or recommendation of a committee.

(b) When a special motion or any other motion moved pursuant to standing order (a) above has been disposed of, no similar motion may be moved within a further 6 months.

QUORUM

38. **No business of the Council shall be transacted at a meeting of the Council unless at least one third of the whole number of the members of the Council are present at the meeting but in no case shall the quorum be less than five.**

Where, however, more than one third of the members become disqualified at the same time, then, until the number of members in office is increased to not less than two thirds of the whole number of members thereof, the quorum of the Council shall be determined by reference to the number of members of the Council remaining qualified instead of by reference to the whole number of members of the Council.

So long as there shall be a quorum present at a meeting, it shall be in order for a decision to be taken on, say, a single voter, if nobody votes against.

The fact that other Councillors present maybe unable to vote, on the account of having a personal interest in any particular matter for consideration, shall not affect the situation, the law making no reference to a quorum being calculated by reference only to the number of members entitled to vote.

VOTING

39. **All questions coming or arising before the Council shall be decided by a majority of the members present and voting thereon at a properly convened meeting of the Council. The method of voting shall be by show of hands (or, alternatively, by secret ballot where the Council, as the case may be, so decide). However, on the requisition of any member of the Council, the voting on any question shall be recorded so as to show whether each member present and voting did give his vote for or against that question.**

A member shall be entitled to have his name recorded in the minutes as voting against a specific matter or as abstaining from voting thereon.

40. **In the event of there being an equality of votes and the member presiding at a meeting of the Council declining to give a second or casting vote, the relevant motion or amendment thereto shall fall to the ground and the Council, as the case may be, shall proceed to the next item of business; other than in respect of the election of a Town Mayor, where the person presiding is required by law to exercise a casting vote.**

41. **In respect of voting where more than two persons have been nominated for a single vacancy (e.g. in respect of an appointment to fill a casual member vacancy, appointment to serve on an outside body or appointment of staff etc.) the successful candidate shall receive an absolute majority vote of those members present and voting, the name of the person having the least number of votes being struck off the list and one or more fresh votes taken until a majority of votes is given in favour of one person.**

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

42. **Canvassing of members, directly or indirectly, for any appointment to be made by the**

Council shall disqualify the candidate for such appointment and the Town Clerk shall make known to every candidate for such an appointment the terms of this Standing Order.

43. A member shall not solicit for any person any Council appointment or recommend any person for such appointment or for promotion. The requirements of this Standing Order shall not, however, prevent a member providing a written reference as to the candidate's ability, experience or character for submission to the Council with an application for appointment. Additionally, the terms of this Standing Order shall apply to tenders and quotations as if those persons submitting tenders or quotations were candidates for an appointment.

PUBLIC ACCESS TO MEETINGS, INFORMATION, CONFIDENTIAL BUSINESS AND INSPECTION OF DOCUMENTS

44. Any meeting of the Council or of its Committee(s) shall be open to the public. However, the Council or Committee, as the case may be, may by resolution exclude the public and press (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reason stated in the resolution and arising from the nature of that business or of the proceedings, and where such a resolution is passed, the meeting shall not be required to be open to the public during the proceedings to which the resolution applies.

The Council or Committee may treat the need to receive or consider recommendations or advice from sources other than members, its Committees or Sub-Committees, as the case may be, as a special reason why publicity would be prejudicial to the public interest, without regard to the subject or the purpose of the recommendations or advice.

While any such meeting is open to the public, the Council or Committee, as the case may be, shall not have power to exclude members of the public therefrom and duly accredited representatives of newspapers attending for the purpose of reporting the proceedings for those newspapers shall, so as far as practicable be afforded reasonable facilities for taking their report and, unless the meeting is being held in premises not belonging to the Council or not on the telephone, for telephoning the report at their own expense.

The provision of this Standing Order shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

45. The Council shall strictly comply with and adhere to any present or future requirements affecting it contained in the Freedom of Information Act 2000 and Statutory Instruments made thereunder.

46. A member shall, but only for the purpose of undertaking his/her functions, duties and responsibilities as a Councillor, be entitled to inspect any document in the possession of the Council and, where practicable, shall on request be supplied with a copy thereof for that purpose.

APPOINTMENT OF STAFF

47. The Council may appoint such officers and other employees as it think necessary, including a Town Clerk, for the proper discharge of its functions. **The terms of appointment or conditions of employment of every such officer or other employee shall be deemed to incorporate the Code of Conduct set out in the Schedule to the Code of Conduct (Qualifying Local Government Employees)(Wales) Order 2001.**

All staff will be employed under the terms and conditions lay down by The Society of Local Council Clerks (Model contract). Contractual terms and conditions to be clearly set out in offer letters, accompanied by a job description.

48. The Council shall appoint a Responsible Financial Officer (who may also be its Town Clerk), with prescribed duties and responsibilities, to undertake its functions under Section 151 of the Local Government Act 1972 and Regulation 4 of the Accounts and Audit Regulations 1996.

49. The Council shall appoint a completely independent Internal Auditor to undertake the functions prescribed under Regulation 5 of the Accounts and Audit Regulations 1996 and Codes of Audit Practice drawn up in relation thereto by the Audit Commission.

50. Every appointment of a person to a paid office or employment under the Council shall be made on merit, subject to any relevant statutory exceptions to that requirement and, in order to avoid any possible accusation of bias, employees of the Council shall not be involved in any appointment, or any other decisions relating to promotion or pay and conditions for any other employee, or prospective employee, to whom they are related, or with whom they have a close personal relationship outside work.

FINANCIAL MATTERS

51. The terms and requirements of the Council's approved Financial Regulations shall be adhered to in relation to any decisions in respect of the following:

- i. the accounting records and systems of internal control;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the Internal Auditor 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;
- v. procurement policies (subject to the standing order below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

52. CONTRACTS

a) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in the standing order below.

b) Any formal tender process shall comprise the following steps:

- i. a public notice of intention to place a contract to be placed in a local newspaper;
- ii. a specification of the goods, materials, services and the execution of works

shall be drawn up;

- iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- c) Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- d) **Where the value of a contract is likely to exceed £138, 893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

EXECUTION OF DOCUMENTS

52. **All relevant documents (e.g. those relating to land transactions etc.) shall be executed under the common seal of the Council (or should the Council not have a seal), signified by an instrument signed and sealed by Two members of the Council, who shall be appointed thereby for that purpose, upon formal authority being given thereto by resolution of the Council.**

WELSH LANGUAGE SCHEMES AND USE OF WELSH LANGUAGE

53. **Councillors, Officers and any other employees, shall adhere to the requirements of any Welsh Language Scheme or revised Scheme made by the Council under the Welsh Language Act 1993 and approved by the Welsh Language Board.**

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

54. Subject to statutory requirements, any one or more of these Standing Orders, excepting those printed in **bold** typeface, may be suspended by resolution of the Council, in relation to any specific item of business.

55. Any motion to permanently add, vary or revoke one or more of these Standing Orders shall not be carried unless by at least two-thirds of the members present voting on the motion.

STANDING ORDERS TO BE GIVEN TO MEMBERS AND OFFICERS

56. A copy of these Standing Orders shall be given to each member of the Council by the Town Clerk upon delivery to him of the member's Declaration of Acceptance of Office. A copy

thereof shall also be given by the Town Clerk to any officer or other employee upon his/her appointment.

GRANT PROCEDURES

57. Grant applications will be considered by Council twice per year.

58. There will be a strong presumption against making grants towards the County Borough Council to assist in their funding of services where they have a statutory requirement. Also, against direct funding by way of grants to organisations that are funded directly by the County Borough Council.

59. A Grant budget will be set annually and all financial aid in the form of grants to be made to approved organisations only, at the Council's discretion. A maximum of £200 will be granted to each group / organisation in a twelve month period.

60. All applications must be made in writing and submitted upon the approved Bargoed Town Council Application Form and must be supported with a financial statement or balance sheet.

61. Only one application from an organisation will be approved in a twelve month period and the Clerk will automatically write to organisations explaining this rule unless the content warrants further consideration by the Council.

62. Council will not fund capital or running costs.

ANNIVERSARY GIFTS

63. A bouquet of flowers shall be presented to couples celebrating their golden (50 years) and diamond (60 years) wedding anniversaries and also persons reaching the age of 100 years and birthdays following this (to a value not exceeding £20).

DOCUMENT CASES AND STARTER PACKS

64. All new members of Council shall be provided with :-

- (a) A copy of Standing Orders, Code of Conduct, Financial Regulations and Risk Assessments.
- (b) An up to date financial report.
- (c) Calendar of meetings
- (d) List of members

COUNCIL FACILITIES

65. Chamber facilities of the Council may be afforded to members of the Council in pursuance of Council duties by application to the Town Council via the Clerk.

ALLEGATIONS OF BREACHES OF THE CODE OF CONDUCT

66. On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer will Investigate the alleged breach and consult with the Chairman and the County Borough Council Monitoring Officer.

67. The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Proper Officer and the Chairman of the Council shall take the steps set out

below, together with other steps considered necessary, to maintain confidentiality.

- i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
- ii. Ensure that any background papers containing the information are not made public.
- iii. Ensure that the public and press are excluded from meetings as appropriate.
- iv. Ensure that the minutes of meetings preserve confidentiality.
- v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

68. The above should not be taken to prohibit the Council from disclosing information to Members and Officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.