



COWBRIDGE BOROUGH COUNCIL

STANDING ORDERS

FOR THE TRANSACTION OF THE BUSINESS
OF THE COUNCIL

J. THORNLEY TAYLOR,
Town Clerk.

1962

D. BROWN AND SONS, LTD., PRINTERS, COWBRIDGE, GLAM.

Borough of Cowbridge

STANDING ORDERS OF THE COUNCIL

*As to the Meetings of the Council, and the manner
of conducting the proceedings thereof*

1. All Quarterly and Monthly Meetings of the Council, other than the 9th day of November, shall be held at the Council Chamber in the Town Hall at the times resolved upon at the Annual Meeting of the Council, held on the appointed day of May in each year, unless under special circumstances the Mayor shall fix some other hour for holding any Meeting.

2. The Public shall be admitted to the Council Chamber during the transaction of business, except on occasions when the Council shall deem it prudent or right that any particular business shall be transacted with closed doors.

3. At a Meeting of the Council the Mayor, if present shall preside. If the Mayor is absent from a Meeting of the Council, the Deputy Mayor, if present, shall preside. If both the Mayor and Deputy Mayor are absent from a

second amendment may be moved on the original question under consideration ; but only one amendment shall be submitted to the Council for discussion at a time.

12. The mover of every Original Resolution, but not of any amendment, unless it becomes the question, as stated in order 10, shall have a right to reply, immediately after which the question shall be put from the chair ; but no other member shall be allowed to speak more than once on the same question, unless permission be given to explain, or the attention of the Chairman be called to a point of order.

13. No Resolution of the Council shall be subject to a Notice of Motion to rescind the same until the period of six clear months shall have elapsed since the adoption thereof.

14. All notices of motion shall be given, in writing, to the Town Clerk at least five clear days prior to the Meeting of the Council at which such motion shall be intended to be brought under the consideration of the Council, and all such notices shall be dated and numbered as received, and entered in a book to be kept for that purpose at the Town Clerk's Office, which book shall be open to the inspection of every Member of the Council, and the Town Clerk shall,

if required by any Member of the Council, advise as to the legality and form of any notice of motion.

15. No proposition for revoking or altering any former resolution of the Council shall be entertained, unless notice of the intention to propose such revocation or alteration be given by the Town Clerk, to each Member of the Council, or left at his usual place of abode, or at the premises in respect of which he is enrolled a Burgess or Elector, three clear days at least before the Meeting at which such revocation or alteration shall be proposed.

16. Motions for which notices shall have been given, shall have precedence over other motions, and be entered by the Town Clerk on the notice paper in the order which the same shall have been received ; routine business and other matters brought specially before the Council by the Mayor only excepted.

17. The Town Clerk, in the summonses for any Meeting of the Council, shall insert, in addition to such matters as may be ordered by the Mayor, all subjects for which notice of motion shall have been given under the above written orders 13 and 14.

18. The confirmation of the proceedings, resolutions, and reports of every Committee shall be moved by the Chairman, or some Member of the Committee.

19. No motion shall be made, nor any discussion allowed with reference to any matter within the province of a Committee which does not appear upon the Minutes of the Committee, but any Member may put, through the Mayor, a question to the Chairman of the Committee, with reference to any such matter, giving the Chairman, where practicable, previous notice of his intention so to do.

20. No business of which notice has been given shall be proceeded with in the absence of the Member in whose name it stands, unless he has given, in writing, his authority and consent that it shall be taken up by some other Member of the Council, or it be his business which by law the Council must transact.

21. The Members of the Council shall stand when speaking, and shall address and speak to each other in the Council (and Committees), during the transaction of business by the respective titles of "Mayor," "Alderman," or "Councillor," as the case may be.

22. Every Member shall be seated, except the one who may be speaking, and when the Mayor rises no one else shall continue standing, nor shall anyone else rise until the chair be resumed.

23. Every Member, on speaking, shall address the Mayor or Chairman.

24. No Member present shall quit the Council (except temporarily), without permission from the Mayor.

25. No resolution of the Council shall be rescinded, or varied, except upon motion made on notice, or on the recommendation of a Committee (to be specially mentioned in the Council Summons), which shall respectively specify the object, and refer to the resolution to be rescinded or varied.

26. The Council may resolve itself into Committee upon a motion (duly made and seconded) being carried by a majority, of which motion no previous notice shall be necessary, and an member may speak as often as he desires in Committee of the Council.

27. Any one or more of the standing orders, in any case of urgency or upon motion made on a notice duly given may be suspended at any Meeting so far as regards any business at such Meeting, provided that three-fourths of the Members of the Council present and voting shall so decide.

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(ii) *As to the Committees and the transacting of
the business thereof*

1. The Mayor shall be ex-Officio a Member of every Committee.

2. The Town Clerk shall summon every Committee at the request of its Chairman, or at the request of three of the Members of the Committee.

3. All Standing Committee shall consist of the whole of the Members of the Council.

4. The presence of five Members shall form a quorum of all Standing Committees.

5. No Member of the Council (the Mayor excepted) shall be appointed Chairman of more than one Committee.

6. No Member of the Council (the Mayor excepted) shall be appointed Deputy-Chairman of more than one Committee.

7. The Chairman of a Committee shall not have a second or casting vote.

8. Every Committee shall examine all accounts for work done or goods supplied in respect of business within their department, and certify the same, and shall thereafter submit such accounts to the Finance Committee for payment.

NB

9. Committees may appoint Sub-Committees of their number for facilitating the transaction of business, who shall report to the Committee. The Chairman of each Committee and the Mayor shall be ex-officio Members of all Sub-Committees.

(iii) As to the precedence of the Members of this Council

In determining the precedence of the Members of the Council, the previous service of any re-elected Member shall be reckoned only when such Member has been re-elected within three years and three days of the expiration of his former term of office.

(iv) As to the Common Seal

1. All Deeds, Instruments and Writings, to which the Common Seal of the Borough shall be required, shall, as to the Sealing thereof be attested, in writing, by the Mayor or Town Clerk, who shall subscribe his name thereto, as the party attesting such sealing.

2. No Petition or address from the Corporation shall have the Common Seal affixed to it until it has been submitted to and approved of by the Council.

(v) *As to Contracts*

1. Every Contract whether made by the Council or by a Committee to which power of making contracts shall have been delegated shall comply with these Standing Orders.

2. The Council may from time to time delegate to a Committee of the Council, either generally or specially, powers of making contracts, and such a Committee in making contracts shall comply with these Standing Orders.

3. No departure from any of the provisions of these Standing Orders shall be made otherwise than by the direction of the Council.

4. In case any departure shall be made by a Committee as aforesaid, a record of such departure shall be entered in the Minutes of such Committee and reported to the Council at their Meeting immediately following.

5. Except in cases of emergency or unless expressly directed by the Council no contract for the supply of goods or materials or for the execution of works whereof the amount or value is of the sum of £250 or over shall be made unless public notice has been given stating the nature and purpose thereof and inviting tenders.

6. Where, in pursuance of Standing Order 5 above, public invitation to tender is required no tender shall be received except in a closed envelope, properly endorsed and addressed to the Clerk of the Council. Such tenders shall remain in the custody of the Clerk and shall be opened at one time and in the joint presence of such member or members of the Council as may have been designated for the purpose by the Council or by such Committee as aforesaid and the Clerk or his representative or such other official of the Council as may be designated by him for that purpose.

7. A tender other than the lowest tender for the supply of goods or materials or for the execution of works or the highest tender if payment is to be received by the Council shall not be accepted, except for special reasons.

8. Every Contract which exceeds £50 in value or amount shall be in writing.

9. All contracts shall, as far as practicable, require either that goods and materials in their execution shall have been produced in the United Kingdom or in the British Empire.

10. Every written contract for the supply of goods or

materials or for the execution of work shall contain the Standard Government Fair Wages Clause or a Fair Wages Clause to the like effect.

11. Any member of the Council who has a pecuniary interest, direct or indirect, in any contract or proposed contract or other matter shall be excluded from any meeting of the Council or of a Committee whilst such contract, proposed contract, or other matter in which he has such an interest as aforesaid is under consideration.

APPLICATION FOR HIRE OF TOWN HALL

Name..... Organisation.....

Address

Purpose for which required

Requirements Main Hall
Lesser Hall
Bar
Cloakroom

Conditions of Hire :

1. The Hirer will be responsible for all damage to the Town Hall and the making good thereof.
2. No nails or screws will be driven into the walls or woodwork of the Town Hall structure.
3. No furniture sales are to be held.

4.

I agree to abide by the above conditions.

Date.....

Signed.....

→ EQUIPMENT.

CHARGES

MAIN HALL

Dance until Midnight	6	10	0	£6	6	0
Each hour thereafter	1	1	0	1	1	0
Concerts	3	10	0	3	3	0
Theatrical Performances	3	10	0	3	3	0
First Night	2	10	0	2	2	0
Each succeeding night	4	10	0	4	4	0
Sales of Work, Bazaars, Jumble Sales	3	10	0	3	3	0
Lectures and Film Shows	3	10	0	3	3	0
Election Meetings	3	10	0	3	3	0
Speech Days and Meetings	1	1	0	1	1	0
Children's Parties in afternoons	2	2	0	2	2	0
Whist Drives	2	2	0	2	2	0
Dancing Classes	1	1	0	1	1	0
Wedding Breakfasts	2	2	0	2	2	0
Luncheons	2	2	0	2	2	0
Dinners	3	3	0	3	3	0

BAR *L. CON. CO.*

Hired in conjunction with functions in :	Main Hall	3	0	0	3	3	0
	Lesser Hall				1	1	0

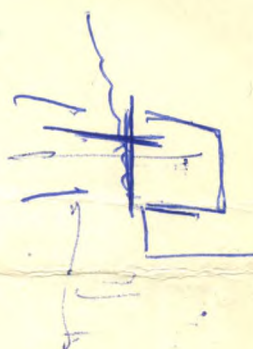
LESSER HALL

Meetings afternoon <i>IMAGING</i>	10	0	+
Meetings evening	1	1	0
Lectures and Film Shows	1	1	0
Dinners, Parties and Social Evenings	2	2	0
Morning or Evening Coffee	1	1	0
Whist Drives	1	1	0
Dancing Classes	1	1	0
Luncheons	1	1	0

CLOAKROOMS

Meetings	3	6	+
<i>Amplification</i>	0	0	+
<i>2</i>	0	0	+

COUNCIL CHAMBER - MAYORS PARLOUR
Mayor's Permission.



USE OF KITCHEN.
GAS.
HEAT IN WINTER