



DENBIGH TOWN COUNCIL STANDING ORDERS

Standing Orders adopted and reviewed on 23.03.2026

Next Review Date: April 2027

Contents

PART 1 – MEETINGS

1. Meetings of the Council
 - 1.1 Annual Meeting
 - (a) Election year timing
 - (b) Non-election year timing
 - 1.2 First business: Chair and Vice-Chair election
 - 1.3 Ordinary meetings schedule
 - 1.4 August meetings exception
 - 1.5 Extraordinary meetings: calling procedures
2. Notice of Meetings
 - 2.1 Minimum notice period
 - 2.2 Methods of notice
 - 2.3 Notice contents
3. Multi-Location and Remote Meetings
 - 3.1 Remote meeting provisions
 - 3.2 Member participation requirements
 - 3.3 Public observation
4. Quorum
 - 4.1 Quorum calculation
- 4.2 Business transacted only if quorum present
- 4.3 Loss of quorum

PART 2 – CHAIRING AND ORDER

5. Chairing of Meetings
 - 5.1 Presiding officer
 - 5.2 Vice-Chair role
 - 5.3 Election of Chair in absence
 - 5.4 Chair's ruling final
6. Order of Business (Ordinary Meetings)
 - Apologies
 - Declarations of Interest
 - Approval of Minutes
 - Public Participation
 - Chair's Announcements
 - Committee Reports
 - Motions with Notice
 - Motions without Notice

- Confidential Business
- Business not on the agenda

PART 3 – RULES OF DEBATE

- 7. Motions and Amendments
 - 7.1 Requirement for motion to be moved and seconded
 - 7.2 Amendment rules
 - 7.3 Speaking limits
 - 7.4 Time limits for speeches
- 8. Motions Requiring Written Notice
 - 8.1 Notice period
 - 8.2 Rescission of resolutions
 - 8.3 Admissibility determination
- 9. Motions Not Requiring Written Notice
- Corrections, referrals, adjournments, exclusions, suspensions, voting, order of business
- 10. Previous Resolutions
 - 10.1 Restrictions on reversing resolutions

PART 4 – VOTING

- 11. Voting
 - 11.1 Simple majority
 - 11.2 Chair's vote and casting vote
 - 11.3 Voting by show of hands or recorded vote
 - 11.4 Elimination voting for multiple candidates
- 11.5 Secret ballot for staff appointments or requested by members

PART 5 – CODE OF CONDUCT

- 12. Declarations of Interest
 - 12.1 Compliance with Model Code of Conduct
 - 12.2 Handling prejudicial interests
 - 12.3 Recording declarations
 - 12.4 Dispensations

PART 6 – PUBLIC AND PRESS

- 13. Admission of Public and Press
 - 13.1 Open meetings
 - 13.2 Public participation limits
 - 13.3 Speaker time limit
- 14. Recording and Broadcasting
 - 14.1 Public recording rules
- 14.2 Retention of Council recordings and minutes

PART 7 – COMMITTEES

- 15. Committees and Sub-Committees
 - 15.1 Appointment of committees
 - 15.2 Committee quorum
- 15.3 Review of terms of reference and delegated powers

PART 8 – FINANCE AND PROCUREMENT

- 16. Responsible Financial Officer
 - 16.1 Appointment
- 16.2 Annual Governance and Accountability Return
- 17. Financial Controls and Procurement
 - 17.1 Annual review of financial regulations
 - 17.2 Procurement compliance
 - 17.3 Tender procedures

PART 9 – ADMINISTRATION

- 18. Proper Officer Duties
 - Notices, minutes, correspondence, FOI, deeds
- 19. Execution of Legal Deeds
 - 19.1 Council resolution required
 - 19.2 Affixing common seal
- 20. Data Protection & Information Governance
 - 20.1 Policy compliance
 - 20.2 Retention and destruction policy
 - 20.3 Publication Scheme

PART 10 – GENERAL

- 21. Suspension of Standing Orders
 - 21.1 Resolution required
 - 21.2 Member quorum for suspension
- 22. Councillor Conduct and Attendance
 - 22.1 Automatic cessation of office
 - 22.2 Councillor instructions to staff

DENBIGH TOWN COUNCIL

STANDING ORDERS

Adopted: 23.03.2026

Review Date: April 2027

PART 1 – MEETINGS

1. Meetings of the Council

1.1 The Annual Meeting of the Council shall:

- (a) In an election year, be held within 14 days of councillors taking office;
- (b) In a non-election year, be held in May.

1.2 The first business of the Annual Meeting shall be the election of the Chair and Vice-Chair.

1.3 Ordinary meetings shall be held on the last Monday of each month at 6.30pm unless the Council resolves otherwise.

1.4 If a scheduled Monday meeting falls on a bank holiday, the meeting shall instead take place on the following Tuesday, which is the day immediately after the bank holiday.

1.5 No ordinary meeting shall be held in August except in cases of urgency.

1.6 Extraordinary meetings may be called:

- (a) By the Chair;
- (b) On written requisition of **any two councillors** (statutory minimum under Sch.12 LGA 1972);
- (c) If the Chair refuses to call a meeting within 7 days, the signatories may call it.

2. Notice of Meetings

2.1 At least **three clear days'** notice shall be given.

2.2 Notice shall be:

- (a) Published electronically on the Council website.
- (b) Displayed in a conspicuous place in the town.
- (c) Sent to members electronically unless otherwise agreed.

2.3 Notice shall specify:

- Time
- Place

- Whether held remotely or multi-location
- Remote access arrangements

3. Multi-Location and Remote Meetings

3.1 Meetings may be held wholly or partly remotely in accordance with the Local Government and Elections (Wales) Act 2021.

3.2 A member attending remotely shall:

- Be able to hear and be heard;
- Be visible where practicable;
- Count towards quorum;
- Be entitled to vote.

3.3 The public shall be able to observe remotely where reasonably practicable.

4. Quorum

4.1 The quorum of the Council shall be one-third of the membership.

For Denbigh Town Council (15 members):

Quorum = 5 members.

4.2 No business shall be transacted unless quorum is present.

4.3 If quorum is lost during a meeting, the meeting shall adjourn.

PART 2 – CHAIRING AND ORDER

5. Chairing of Meetings

5.1 The Chair shall preside.

5.2 In their absence, the Vice-Chair.

5.3 In their absence, members present shall elect a Chair for that meeting.

5.4 The ruling of the Chair on procedure shall be final for the purposes of that meeting.

6. Order of Business (Ordinary Meetings)

1. Apologies
2. Declarations of Interest
3. Approval of Minutes
4. Public Participation
5. Chair's Announcements
6. Committee Reports
7. Motions with Notice
8. Motions without Notice
9. Confidential Business (if any)

Business not specified on the agenda shall not be transacted except where permitted by statute.

PART 3 – RULES OF DEBATE

7. Motions and Amendments

7.1 A motion shall not be debated unless moved and seconded.

7.2 Amendments must:

- Be relevant
- Not negate the motion
- Be debated one at a time
- Be voted upon before returning to the substantive motion

7.3 A councillor may speak once on a motion except:

- To move an amendment
- On a point of order
- By right of reply

7.4 Speeches shall not exceed five minutes without consent of the Chair.

8. Motions Requiring Written Notice

8.1 Notice must be submitted at least 7 clear calendar days before the meeting.

8.2 With 15 members, rescission of a resolution within 6 months requires:

- Written notice signed by **at least 5 councillors (one-third)**.

8.3 The Proper Officer shall determine admissibility in the first instance. If challenged, Council shall decide without debate.

9. Motions Not Requiring Written Notice

May be moved without notice:

- To correct minutes
- To refer to committee
- To adjourn
- To exclude public
- To suspend Standing Orders
- To proceed to vote
- To vary order of business

10. Previous Resolutions

10.1 A resolution shall not be reversed within six months except:

- By special motion signed by at least 5 councillors; or
- By recommendation from a committee.

PART 4 – VOTING

11. Voting

11.1 Decisions shall be by simple majority.

11.2 The Chair has an original vote and, in case of equality, a casting vote.

11.3 Voting shall be by show of hands unless a recorded vote is requested by at least 3 members.

11.4 Internal appointments with more than two candidates shall use elimination voting until an absolute majority is achieved.

11.5 Secret ballot shall be used for staff appointments or where requested by at least 3 members and approved by Council.

PART 5 – CODE OF CONDUCT

12. Declarations of Interest

12.1 Members shall declare personal and prejudicial interests in accordance with the statutory Model Code of Conduct.

12.2 Where a prejudicial interest exists, the member shall:

- Withdraw from the room;
- Or disconnect from remote participation.

12.3 Declarations shall be recorded in the minutes.

12.4 Dispensations must be sought from the Standards Committee of Denbighshire County Council.

PART 6 – PUBLIC AND PRESS

13. Admission of Public and Press

13.1 Meetings shall be open to the public except where confidential business is considered under Schedule 12A LGA 1972.

13.2 Public participation shall not exceed 15 minutes unless extended.

13.3 Individual speakers shall not **exceed 3 minutes**.

14. Recording and Broadcasting

14.1 Members of the public may record meetings provided they do not disrupt proceedings.

14.2 Council recordings shall be retained in accordance with the Retention Policy.

Approved minutes shall be retained permanently.

Draft minutes may be destroyed once approved.

PART 7 – COMMITTEES

15. Committees and Sub-Committees

15.1 The Council may appoint committees.

15.2 Committee quorum: one-third of membership, minimum 3.

15.3 Terms of reference and delegated powers shall be reviewed annually at the AGM.

PART 8 – FINANCE AND PROCUREMENT

16. Responsible Financial Officer

16.1 The Council shall appoint an RFO.

16.2 The Annual Governance and Accountability Return shall be approved before 30 June.

17. Financial Controls and Procurement

17.1 Financial Regulations shall be reviewed annually.

17.2 All procurement shall comply with:

- Council Financial Regulations
- Applicable Welsh procurement legislation

17.3 Tenders shall:

- Be advertised appropriately
- Be opened by the Proper Officer in presence of at least one councillor
- Be reported to Council

The Council is not bound to accept the lowest tender.

PART 9 – ADMINISTRATION

18. Proper Officer

The Proper Officer shall:

- Issue notices
- Record minutes
- Manage correspondence
- Facilitate FOI and Data Protection
- Execute deeds when authorised

19. Execution of Legal Deeds

19.1 A deed shall be executed only following Council resolution.

19.2 Where a common seal exists, it shall be affixed by the Proper Officer in presence of two councillors.

20. Data Protection & Information Governance

20.1 The Council shall maintain policies to comply with data protection legislation.

20.2 A retention and destruction policy shall be maintained.

20.3 The Council shall maintain a Publication Scheme.

PART 10 – GENERAL

21. Suspension of Standing Orders

21.1 Standing Orders may be suspended by resolution except where statute prohibits.

21.2 Suspension requires at least 8 members present (half of full membership).

22. Councillor Conduct and Attendance

22.1 Failure to attend meetings for six consecutive months without approved reason shall result in automatic cessation of office under statute.

22.2 No councillor shall issue instructions to staff unless authorised.

These Standing Orders were adopted by resolution of Denbigh Town Council on 23.03.2026

Signed: _____
Chair of Denbigh Town Council