BUCKLEY TOWN COUNCIL

STANDING ORDERS
2025

Including Addendums to Standing Orders:

Addendum 1 – Internal Financial Controls
Addendum 2 – Treasury Management & Investment Strategy
Addendum 3 – Risk Assessment
Addendum 4 – Public Question Time

Adapted from One Voice Wales Model Standing Order (Wales) 2024

Buckley Town Council are Members of One Voice Wales

Date Adopted by Council: 25/11/2025

Date due to review: 1 year (2026)

Policy version: 21 – KB – reviewed 2025

Policy type: Statutory – LGA 1972 Part VII, S135

INTRODUCTION

This is a new version of the model standing orders designed to comply with all relevant legislation, including the Local Government and Elections (Wales) Act 2021. (May 2023)

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. These model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of One Voice Wales (OVW).

Drafting notes

Model standing orders that are in **bold type** contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is OVW's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

a A motion is a formal proposal presented to a Council meeting for discussion by members and decided upon by a vote.

b 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.

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

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

e 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.

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

g 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.

h 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.

i 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.

j 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.

k Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

l One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.

m A councillor may not move more than one amendment to an original or substantive motion.

n The mover of an amendment has no right of reply at the end of debate on it.

o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

p Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

q During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

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

s When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person (councillors or members of the public) 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) disregard 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

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a Notices of meetings

i. The notice (including how the meeting may be accessed virtually) 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.

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

b Multi-location meetings

i. All community councils must make and publish arrangements for its meetings to enable people who are not in the same place to meet. Under the arrangements, councils will need to take reasonable steps to allow meetings to be held from multiple locations. If the arrangements are revised or replaced the new arrangements must also be published.

ii. The minimum requirement is that members are able to hear and be heard by others.

Meetings Generally – Other.

- c. **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.**

- d. **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**

- e. **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.**

f. The person presiding over the meeting must give members of the public in attendance a reasonable opportunity to make representations about any business to be discussed at the meeting, unless doing so is likely to prejudice the effective conduct of the meeting. This does not mean that members of the public can take part in debate, but they must be given a reasonable opportunity to make representations about business to be discussed.

g. The period of time designated for public participation at a meeting in accordance with standing order 3(d) shall not exceed fifteen minutes unless directed otherwise by the chair of the meeting.

h. Subject to standing order 3(e), a member of the public shall not speak for more than three minutes.

i. In accordance with standing order 3(d), 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.

j. A person shall stand when requesting to speak other than in the case of a person attending from another location and when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.

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

l. 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.

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

n. **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.**

o. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor of the Council may in their absence be done by, to or before the Deputy Mayor of the Council.**

p. **The Town Mayor of the Council, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor of the Council, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q. **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).**

r. **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.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Town Mayor of the Council at the annual meeting of the Council.

s. **Unless standing orders provide otherwise, voting on a motion shall be by a show of hands. At the request of a councillor, made**

before the vote is taken, the voting on any motion shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. A vote will be carried by a simple majority of councillors present.

t. 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. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

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

   vi. if there was a public participation session; and

   vii. the resolutions made.

u. **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**.

v. **No business may be transacted at a meeting unless at least one-third (seven) of the whole number of members of the Council are present.**

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

w. **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.

x. A meeting shall not exceed a period of two and a half hours.

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 a 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:

i. shall determine their terms of reference;

ii. 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;

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

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

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

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

viii. 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;

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

x. 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;

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

xii. may dissolve a committee or a 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 Town Mayor and Deputy Town Mayor of the Council.**

f **The Mayor 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 Deputy Mayor of the Council if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Town Mayor of the Council at the next annual meeting of the Council.**

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

j Following the election of the Town Mayor of the Council and Deputy Mayor of the Council at the annual meeting, the business shall include:

i. **In an election year, if the declaration of acceptance of office is not taken**

before the first meeting, delivery by the Town Mayor 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 Town Mayor 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. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

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

ix. Review and adoption of appropriate standing orders and financial regulations;

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

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

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

xiii. 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 Mayor of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Mayor 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 seven councillors, any seven 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 seven councillors.**

c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.

d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by seven members of the committee or by two members of the sub-committee, any seven members of the committee or two members of the sub-committee may convene an extraordinary meeting of the committee or the sub-committee.

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 seven 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 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.

b 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 no later than the Tuesday in the week before the next meeting (at least seven clear days) before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c 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.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion re-submits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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 refer a motion to a particular committee or sub-committee;

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

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

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

viii. to require a written report;

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

x. to extend the time limits for speaking;

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

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

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

xiv. to temporarily suspend the meeting;

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

xvi. to adjourn the meeting; or

xvii. 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.**

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 xxx held on [date] in respect of xxx 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 of the meeting for which approved minutes exist shall be destroyed.

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

i. The names of the members who attended the meeting, and any apologies for absence;

ii. Any declarations of interest; and

iii. 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(s).

a **Councillors (and non-councillors with voting rights) shall adhere 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 Flintshire County Council** as soon as possible before the meeting that the dispensation is required for.

d If a candidate for any appointment under the Council is to their knowledge related to any member of or the holder of any office under the Council, they and the person to whom they are related shall disclose the relationship in writing to the Town Clerk. A candidate who fails to do so shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Town Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply. The Town Clerk shall make known this Standing Order to every candidate.

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 Town Mayor of this fact, and the Mayor 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, 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.

b) If a member wants to receive the summons in writing rather than electronically, they must give notice in writing to the clerk and specify the postal address to which the summons should be sent.

c) 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.

d) The notice must be available in a conspicuous place giving notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them) and published electronically with notice of the time and place and, as far as reasonably practicable, any documents relating to the business to be transacted at the meeting unless they relate to business which is likely to be considered in private or if their disclosure would be contrary to any enactment.

*See standing order **3 (a) and (b) (Meetings Generally – Other)** for the meaning of clear days for a meeting of a full council and for a meeting of a committee;*

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 seven days before the meeting confirming their withdrawal of it;

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

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

v. hold acceptance of office forms from councillors;

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

vii. 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;

viii. liaise, as appropriate, with the Council's Data Protection Officer;

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. record every planning application notified to the Council and the Council's response to the local planning authority in a book or file for such purpose;

xiv. refer a planning application received by the Council to the chair of the Planning Committee or in their absence the vice-chair within two working days of receipt to request an extension of the planning application to be able to be presented to the Planning Committee. If an extension is not granted, an extraordinary meeting will be called if the nature of a planning application requires consideration before the next Planning Committee;

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council.

16. 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 Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council’s receipts and payments (or income and expenditure) for each quarter;

ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d 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.

e 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 seven 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 regulations drawn up by the Responsible Financial Officer, which 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

v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

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

c **A public contract regulated by the Procurement Act 2023 with an estimated value in excess of £30,000 including VAT but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Schedule 1 to the Procurement Regulations 2024.**

d 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 any suitable manner that is appropriate in line with the requirements of the relevant legislation.

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 or a committee or sub-committee with delegated responsibility.

e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f **Where the value of a contract is likely to exceed the threshold specified by the Cabinet Office, the Council must consider whether the Procurement Act 2023 apply to the contract and, if those Regulations apply, the Council must comply with procurement rules. One Voice Wales can supply Council's with further information in this regard.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or a committee is subject to standing order **11**.

b The Mayor of the Council, the Deputy Mayor and one other member from the Staffing Committee shall upon a resolution conduct the annual appraisal of the work of the Town Clerk. The appraisal details shall remain confidential with just a summary of the outcome being reported in writing and are subject to approval by resolution by the Staffing Committee.

c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the Mayor or in their absence, the Deputy Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in line with the Council's adopted policy.

d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Mayor or Deputy Mayor, this shall be communicated to another member of the Staffing Committee, which shall be progressed by following the Council's adopted policy.

e 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, disciplinary matters, salary and conditions of service.

f In accordance with standing order **11**(a), persons with line management responsibilities shall have access to staff records referred to in standing order **19**(e).

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 may appoint a Data Protection Officer.

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

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

d **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.**

e **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.**

f **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 Press & Media policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders ***15(a)(xii) and 15(a)(xvii)***

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

b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of one councillor who shall sign the deed as witness.**

24. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

a Canvassing of Members or of any Standing Committee or Sub-Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known this sub-paragraph of this Standing Order to every candidate.

b A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion.

c Standing Orders 24 a. and b. shall apply to tenders as if the person making the tender were a candidate for an appointment.

25. COMMUNICATING WITH 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 Flintshire County Council representing the area of the Council who are not members of Buckley Town Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised by a resolution of the Council, no councillor shall:

  i. inspect any land and/or premises which the Council has a right or duty to inspect; or

  ii. issue orders, instructions or directions.

  iii. Negotiate on behalf of the Council any contract for any goods or service thereby committing the Council to financial obligation.

27. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (shown in bold), 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 seven 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 each 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.

ADDENDUM 1 - INTERNAL FINANCIAL CONTROLS

The Council's Internal Financial Controls consist of the following and are complimentary to the Council's adopted Financial Regulations and Standing Orders.

A1.1. Obtaining Best Value for money in all purchases.

Where goods and/or services are required, the annual value of which will exceed the limit specified in the Council's Financial Regulations; contracts shall be let in accordance with the requirements of Financial Regulation 11.

A1.2. The checking of all invoices for accuracy and validity.

The check shall be carried out by a Personal Assistant and/or the Town Clerk/ Financial Officer prior to signing the cheques or the authorising of Direct Debits and/or Bank Transfers.

A1.3. The entering of all receipts and payments in the appropriate financial Cash Book.

The Council uses Scribe software for its electronic cash book.

A1.4. The sequencing, on a monthly basis, of all invoices and supporting papers for keeping as accounts records.

VAT is separately identified in the Cash Book for reclaiming.

A1.5. The maintenance and monthly reconciliation of an imprest Pre-paid Debit Card and the monthly analysis of Card payments, identifying and extracting VAT figures.

The Pre-paid (Equals) Debit Card Account transactions to be reported to the Finance Committee, for approval, at least on a monthly basis.

A1.6. The preparation of cheques for signature by the Council's authorised signatories by an employee who is not one of the Council's authorised signatories.

A1.7. The signing of all cheques and the initialling of cheque counterfoils, for goods and services, by at least three of the Council's authorised signatories, one of which must be the Town Clerk/Financial Officer unless otherwise resolved by the Council. Those signatories are responsible for checking the accuracy and validity of the cheque against the invoice/vouchers tendered, when signing the cheques.

A1.8. Under no circumstances shall cheques be signed by authorised signatories without the cheque being fully completed, including the payee details.

A1.9. For those payments made by other than cheques (e.g. direct debits, standing orders and/or bank transfers)

a) the Town Clerk/Financial Officer signs to have verified the none cheque payments against the supporting invoices/vouchers and satisfied themselves as to the accuracy and validity of those supporting invoices/vouchers.

b) The Bank Account details of the supplier payments are checked at the time of entering the payment onto the bank. Any alterations in Bank Account details have been checked, verified and noted referencing the supplier account set up and change procedure.

A1.10. The presentation to the Finance Committee, for approval on a monthly basis, of a detailed schedule of accounts to be paid.

A1.11. The schedule to be signed as a correct record of the required payments by three official signatories, one of whom must be the Clerk/Financial Officer.

A1.12. The maintenance of the on-line banking facilities for all Accounts of the Council, by the use of confidential passwords and sign-ins.

Access to the on-line Banking administration facility be restricted to the Clerk/Financial Officer and one of the Personal Assistants. No other member of staff or Councillor to have access to the on-line Banking facility without the express resolution of the Council.

A1.13. The reconciling of all bank statements on a monthly basis. The completed Bank Reconciliation to be reported to the Finance Committee, for approval, on a monthly basis.

A1.14. The arrangement of and compliance with, the requirement for two Internal Audits in each Financial Year.

The first, the Interim Audit to be conducted in November or December each year with the results of the Audit being reported to the Finance Committee.

The second, the Final Accounts Audit to be conducted and the report received by the Council in time for the findings of the Audit to be incorporated in the Final Accounts of the Council submitted for External Audit each year. The presentation of a draft budget each year to Council for approval.

A1.15. The presentation to the Finance Committee for approval on a regular basis (at least quarterly), of an itemised Statement of Income and Expenditure showing, Income and Expenditure as against the Budget and a projection of the likely Income and Expenditure for the financial year in question. The detailed Statement to also include a note of the statutory powers invoked for spends and a variance analysis of the projected Income and Expenditure against the Budgeted Income and Expenditure.

A1.16. The preparation of year end accounts for submission to Council for approval and subsequently for audit purposes.

A1.17. The carrying out and presentation of, an annual Risk Assessment to Council for approval and the adherence to that Risk Assessment in relation to all financial and other relevant matters of the Council. Please see Addendum 3 to these Standing Orders.

A1.18. The carrying out and presentation of, an annual review of the Council's Treasury Management and Investment Strategy. Please see Addendum 2 to these Standing Orders.

A1.19. Where changes to gross salaries are recommended, the calculations should be presented to the Staffing Committee for its consideration and approval of those changes. The decision of the Staffing Committee to be reported for noting to the next meeting of the Council.

The Staffing Committee is not required to approve the annual level of salary grades and gross salaries if the Budget, approved by the Council, for the forthcoming year contains no increase in salary grades or gross salaries save for incremental increases within salary grades or, the increase in gross salaries following the implementation of the National Pay Negotiations of the National Joint Councils (NJC) and/or National Association of Local Council's (NALC).

The notes to the approved Budget to clearly specify this fact. Where salaries are amended/increased, the Chair of the Finance Committee should initial the payment document which accommodates the amendments/increases. It should be noted that all the Staff are paid under the NJC/NALC Payscales.

A1.20. A complete, up-to-date and accurate Asset Register, including asset valuations will be maintained and presented to Council at least annually. The updated Asset Register to be provided to the Council's Insurance Company when any amendments are made.

ADDENDUM 2 - ANNUAL TREASURY MANAGEMENT AND INVESTMENT STRATEGY – 2025/26

A2.1 PREAMBLE:

1.1 This Annual Treasury Management and Investment Strategy is prepared in accordance with the statutory guidance on Local Government Investments issued by the Welsh Assembly Government.

1.2 All cash, bank balances, financial assets, borrowing and credit arrangements are defined as a part of the Council's treasury management activities. This Annual Strategy will concentrate not only on the Council's treasury management activities but also upon the Council's temporary surplus resources (or other financial assets it holds) and the investments it undertakes of these resources.

1.3 The Council undertakes to ensure that for all its treasury management and investments, priority will be given to security and liquidity rather than to yield. In drafting this Annual Strategy the Council has made appropriate arrangements for:

a) Identification, management and control of risks in the investments/treasury management activities it undertakes.
b) Budgeting, accounting and audit arrangements.
c) Its cash and cash flow management requirements.
d) Segregation of responsibilities, organisational arrangements, adequate documentation and the identification of a responsible officer for investment/treasury management activities.
e) Corporate governance.
f) Procedures to ensure it is alert to the possibility it may become subject to an attempt to involve it in a transaction involving the laundering of money.

1.4 All treasury management activities and investments undertaken by this Council will be made and repaid in Sterling.

A2.2 TREASURY MANAGEMENT ARRANGEMENTS:

2.1 For the day to day financial management of the Council two bank accounts are operated with Unity Trust Bank:

a. Current T2 Account
b. Instant Access Account

2.2 Both the accounts are held at Unity Trust Bank and the interest rate received on the Instant Access Account is currently (correct as at 1st April 2025) as follows, the interest will vary according to economic circumstances:

2.25% AER. No interest is received on the Current T2 Account.

2.3 Interest is credited on a quarterly basis. There are monthly bank charges levied for the transactions on the Current T2 Account. There is no authorised overdraft.

2.4 The Current T2 Account is used only for making the monthly payments as agreed by reference to the schedule presented each month to the Finance Committee. In order to achieve a balance sufficient to pay the monthly outgoings, sums of money are transferred from the Instant Access Account, which is the account where all income owed to and received by the Council is deposited.

2.5 The accrued balances, with the exception of the Current T2 Account shall be reviewed on an ongoing basis to ensure that specific and general reserves are maintained at a level to meet expected demands. Should the balances in those reserves reach a level beyond that which is reasonably required, potential transfers to High Interest earning accounts should be considered.

2.6 All sums of money owed by the Council will be discharged by either Bank Direct Debit, Standing Order, Bank Transfer, authorised Council cheque payment or Equals Prepaid Expenses Card.

A2.3 LISTINGS OF INVESTMENTS UNDERTAKEN:

3.1 The Council will undertake the following categories of investment for the financial years 2025/265:

Bank	Account Type	Interest Rate @ 1st April 2025	Balance @ 1st April 2025
Lloyds Bank	32 Day Notice	2.15%	£132,878.44
Lloyds Bank	Business Bank Instant	1.0%	£390.34
Cambridge & Counties	Easy Access Account	5.0%	£155,349.46
CCLA Investment Management Ltd	The Public Sector Deposit Fund SC4	Average fund yield 4.46%	£17,104.92

The Council undertakes to ensure that for all its Treasury Management and Investments, priority will be given to security and liquidity rather than yield” (see above).

3.2 If during the current and future financial years the Council disposes of any fixed assets, the net proceeds of any such disposal shall be placed in the Unity Trust Bank Instant Access Account as soon as they are received. If the net proceeds of the sale of any individual asset exceed £20,000.00, the monies shall be placed in a High Interest Deposit Account as soon as is practicable.

A2.4 NEW TREASURY MANAGEMENT AND/OR INVESTMENTS – REPORTING REQUIREMENTS:

4.1 If any Treasury Management or Investment Instruments (other than those approved in the lists above) are proposed during the current or future financial year before such proposals are undertaken notification shall be made to the next Finance Committee meeting.

A2.5 REVIEW OF ARRANGEMENTS:

5.1 A review of banking arrangements was conducted in 2024/25. (See minute 19232 – 28/05/24, minute 19582 - 25/03/25, minute 19604 – 29/4/25).

ADDENDUM 3 – RISK ASSESSMENT 2025/26

The Risk Assessment document is broken down into "Risk Elements", these are: Financial Risks, Employment Risks, Administration Risks, Asset Management Risks

Each "Risk Element" has areas of Risk analysed within it. Where there are overlaps, the Risk is included in the "Risk Element" that the majority of the Risks fall in.

Key to Columns	I = High II = Medium III = Low	A = Frequent B = Likely C = Occasional D = Unlikely E = Remote F = Impossible	H = High Risk M = Medium Risk L = Low Risk		C = Comprehensive S = Satisfactory A = Adequate	H = High Risk M = Medium Risk L = Low Risk

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
Financial Risks							
Poor management of funds.	Potential additional charges to the normal monthly charges incurred. Loss of potential interest.	II	D	L	Budgetary Control in place. Monthly bank reconciliations. Detailed and comprehensive Annual Treasury Management and Investment Strategy approved by Council. Banking arrangements reviewed and recommendations made to Council.	C	L
Inadequate control of monthly payments which are actioned through	Fraudulent appropriation of Council Funds. Loss of control of Cash Flow. Criminal Investigations against	I	D	H	Detailed and comprehensive Internal Financial Controls document. All payments are listed on Monthly	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
Cheques, Direct Debits,Standing Orders and/or Direct Bank Transfers.	staff with potential legal proceedings. Challenge by External/Internal Auditors.				Schedule of payments which goes before the Finance Committee for approval. The Schedule is signed by three authorised signatories, one of which is the Clerk. The signatures denote that all the payments have been objectively reviewed and approved. The Schedule indicates the method of payment being used. Monthly Bank Reconciliation, reported to Finance. Committee for approval. Quarterly Petty Cash Account, reported to Fin. Committee for approval.		
Requirements for the proper accounting and administration of VAT.	Entitlement to reclaim of VAT for a specific period being lost.	II	C	M	Monthly recording of VAT reclaimable and annual return being prepared promptly.	C	L
Precept being inadequate.	The Council would not be able to meet its objectives due to lack of funds. Council could, in an extreme case, run out of funds completely.	I	C	H	Robust Budgetary Control process in operation. The Budget, when being set by Council, provides adequate and meaningful information to support the Precept. Regular comparisons of actual to budget supplied to Council, with variance analysis of significant differences. Use of commitment accounting techniques.	C	L
expenditure being	Ultra-vires expenditure - illegal	I	D	M	Recording in minutes the powers	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
incurred which is not within the legal powers available to Local Councils.	transactions. Local Elector challenge. Challenge by Internal and/or External Auditor. External Auditor may produce public interest report. Potential for higher audit charges.				under which expenditure was being incurred. Regular updates of actual to budget include reference to statutory powers being used to incur expenditure. Budget and Final accounts both highlight various statutory powers being used to incur expenditure.		
Local Government Act 1972, Section 137 payments exceed statutory amount in any one year.	Ultra-vires expenditure - illegal transactions. Local Elector Challenge. Internal Auditor may issue qualified report. External Auditor may produce public interest report. With consequent higher audit charges.	I	E	L	Budgetary process clearly identifies Section 137 provision, with separate analysed table which indicates legal limit for expenditure. Regular updates and Final accounts analyse actual/probable expenditure against budget and actual/probable expenditure against legal limit.	C	L
Loss of Revenue from Tenants due to accidental or malicious damage to premises.	The Council's budget would not be sustainable. Possible claims from Tenants for consequential losses.	II	B	H	Adequate insurance cover through Business Interruption policy. Adequate fire alarm systems in place.	A	M
Complaint from an elector if a contract is perceived to be awarded without proper and open competition.	Investigation by external auditor leading to potential increased audit fees, public interest report, etc. Damage to the reputation of the Council. Poor value for money.	I	C	H	Standing Orders and financial regulations in place dealing with the award of contracts. Check made by internal auditor on placement of contracts.	S	L
Inadequate Rental Income from Tenants.	Increased Precept requirements due to inadequate levels of rent or	II	D	L	Thorough rent reviews undertaken, which resulted in all tenants being placed on reviewable lease	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
	due to lack of thorough rent reviews.				agreements.		
Services provided by Flintshire County Council, for which a Service Level Agreement is required because of the financial nature of the service.	Inaccurate, incorrect or poor service being provided for which value for money cannot be proven. Lack of clear parameters on which to monitor and assess each parties obligations under the agreements. May lead to financial loss.	I	A	H	Service Level Agreements (SLA's) put in place.SLA's to cover the requirements and obligations of each party to the service provided. SLA's to be annually reviewed. The Mitigation of the Risk is indicated assuming that both parties monitor and honour their obligations to a comprehensive SLA.	C	M
Service Level Agreements (SLA's) and/or Memorandums of Understanding (MOUs). Under certain circumstances, the Town Council "contracts" with service providers to provide a specific service for the Town.	Inaccurate, incorrect or poor service being provided for which value for money cannot be proven. Lack of clear parameters on which to monitor and assess each parties obligations under the agreements. May lead to financial loss.	I	A	H	Service Level Agreements (SLA's) and/or Memorandums of Understanding (MOUs). SLA's/MOUs to cover the requirements and obligations of each party to the service provided. SLA's/MOUs to be annually reviewed. The Mitigation of the Risk is indicated assuming that both parties monitor and honour their obligations to a comprehensive SLA/MOU.	C	M
Match Funded Schemes.	Financial standing of Council may be adversely affected to such an extent as to materially affect the ability of the Council to meet its financial and operational obligations.	I	A	H	All Match Funded schemes to be financially limited to a maximum contribution from this Council equal to an agreed percentage of the estimated costs as supplied by Flintshire County Council. Such estimated costs to be provided with detailed analysis of the make up of	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
					those costs. The Match Funding should not exceed the budgetary provision without prior approval of the Council.		
Grants Receivable from Flintshire County Council, under the Town Centre Health Check Scheme/Town Centre Partnership	Lack of audit trail in respect of monies expended for which a grant will be obtainable. Internal Auditor may issue qualified report if no proper audit trail in place. External Auditor may issue public interest report, with consequent increase in audit charges.If not properly administered , lack oftransparency in use of public money.	I	A	H	Applications from Buckley Town Council are put to the Town Centre Partnership which is made up of Town and County Councillors together with traders/public. If a grant application originating from Buckley Town Council is approved, BTC will make the payments and reclaim the monies. Comprehensive correspondence between Town Council and FCC regarding grant monies. Detailed quotes and estimates sought by Town Council in relation to work to be undertaken, all correspondence forwarded to FCC with details of contractor(s) chosen. Town Council pays for work undertaken and then invoices FCC with net cost (excl. VAT). VATreclaimed by Town Council.	C	L
Grants receivable from Flintshire County Council under general provisions	Lack of audit trail in respect of monies expended for which a grant will be obtainable. Internal Auditor may issue qualified report if no proper audit trail in place. External Auditor may issue public interest report, with	I	A	H	Applications from Buckley Town Council are put to Flintshire County Council. If a grant application is approved, BTC will make the payments and reclaim the amount of grant approved. Comprehensive correspondence between Town Council and FCC	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
	consequent increase in audit charges. If not properly administered , lack of transparency in use of public money.				regarding grant monies. Where applicable, quotes and estimates sought by the Town Council in relation to work /services to be contracted. All relevant correspondence forwarded to FCC with details of contractor(s)/ service provider(s) chosen. Town Council pays invoices for work/service undertaken and then invoices FCC with net cost (excl. VAT). VAT reclaimed by Town Council. Alternatively, Town Council completes grant final application form to claim reimbursement and forwards to Flintshire County Council with supporting documentation.		
Levels of Reserves held	Financial ability to maintain services may be affected if Budget ignored and additional payments made, may leave Council vulnerable to financial risks. Too high a level of Specific Reserves as against General Reserve	II	C	M	Comprehensive Policy on Reserves to be maintained and approved by Council, indicating.the minimum & maximum Reserves to be held. Regular reports to Finance Cttee. Re potential movements in Reserves.	C	L
Supplier (Procurement) Fraud	Loss of money which may be substantial. Financial ability to maintain services may be affected. Lack of audit trail in respect of monies expended.	I	B	H	Staff Training & Monitoring: All staff handling supplier details must receive training on fraud prevention and data security, with periodic monitoring to ensure compliance. Verification of Changes: Any	S	M

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
	Potential involvement of the Council in either Civil or Criminal Proceedings. Internal Auditor may issue qualified report if no proper audit trail in place. External Auditor may issue public interest report, with consequent increase in audit charges.If not properly administered, lack of transparency in use of public money.				change to supplier payment or bank details must be verified directly with the supplier and confirmed in writing, signed by an authorized signatory. Clerk Oversight: The Clerk must be informed of all changes before any payment is processed, and verification actions must be documented and approved. Periodic Reviews: Conduct regular reviews to remove dormant supplier records and update active ones. Address & Payee Checks: Validate any change of address or payee (including factoring companies) through independent checks and confirmation emails. Financial Health Checks: Perform periodic checks on suppliers' financial stability, including company status verification. Invoice Validation: Compare payment details on invoices against records; investigate any discrepancies immediately. Insurance Awareness: Note that the Council's insurance does not cover supplier fraud; additional vigilance is required. Bank Confirmation of Payee: Utilize the bank's Confirmation of Payee service to detect mismatches in		

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
					account details before processing payments.		
<u>Employment Risks</u>							
Requirements under employment law and HMRC Regulations not being met.	Liability for unpaid tax and/or N.I. HMRC fines for late returns. Potential legal action by employee.	I	C	H	Information forwarded to HMRC in real time by Payroll Software Annual P35 Return filed online. Comprehensive insurance cover through Employers' Liability Insurance Policy.	C	L
Personal Accident and/or Assault upon a Member of Staff.	Potential claims for injuries sustained.	I	C	H	Adequate insurance cover through Personal Accident cover. Security of public access via locked and controlled entrances and exits. Mtce. of an Accident Report Book	C	L
Staff not working to standardised Job Descriptions or Contracts of Employment.	Risk of potential financial loss if staff instructed to perform duties outside their sphere of competence which results in claims from third parties. Demotivated staff who are unsure of their role in the organisation.	I	B	H	All staff work under the same conditions of service and contracts of employment, adapted from the National Agreement. All staff have detailed job descriptions.	C	L
All staff must be entered into an approved Pension Scheme with the Employer making a contribution to the scheme. This a requirement of The Occupational and Personal Pension Schemes (Auto	Employer acting illegally if no scheme offered. Potential for litigation against Employer. Potential for qualified reports by Internal and External Auditors. Potential for Public Interest Reports being issued by External Auditors. Potential excessive legal and	I	D	L	All staff are enrolled in the Clwyd Pension Fund which is operated by Flintshire County Council. Town Clerk has been named as main contact under the Occupational and Personal Pension Schemes (Auto Enrolment) (Amendment) Regulations 2015 [SI 2015/501]. The staging date for Auto Enrolment for BTC is 1st October 2016 - On that date a	C	L

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
Enrolment) (Amendment) Regulations 2015 [SI 2015/501] The Town Council's staging date for its Declaration of Compliance under the Regulations is 1st October 2016.	claim costs against the Council. Potential loss of reputation and credibility in the public's eye. Potential loss of reputation and credibility in the Council by the public.				Declaration of Compliance will be completed electronically. The Declaration of Compliance confirms the Pension Scheme which the Town Council is part of complies with the requirements of the Regulations.		
Staff being bullied, victimised or generally dealt with in a less than constructive and/or negative manner by Member(s).	Risk of demotivated staff who work in a less than efficient and effective manner. Risk of High Turnover of staff. Risk of complaints through the Grievance Procedure. Risk of Ombudsman complaints. Potential for litigation against individual Members or the Council as a Corporate Body. Poor perception of Council operation by Public.	1	C	M	Staff work to standardised Contracts of Employment which details the Grievance Process. Staff made aware of ability to complain to the Public Services Ombudsman for Wales. Council Standing Order 25(a) refers Members to the need to comply with the Code of Conduct. Members sign up to the Code of Conduct which specifies how they are to treat staff.	S	M
Administration Risks							
Improper recording and custody of Council and Committee Minutes.	Local Elector Challenge. Internal Auditor may issue qualified report. External Auditor may issue public interest report with consequent higher charges.Council unable to provide proof of decisions	I	D	M	All minutes from Council and Committees are sequentially numbered and pages numbered. All minutes signed at Council and Committees. All signed minutes securely maintained in appropriate files. Minutes and key documents	C	L

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	made. Potential for certain Minutes to go missing.				published on website Comprehensive Retention of Documents Policy document		
Lack of Member Accountability through none maintenance of a Register of Members Interests, Gifts and Hospitality.	Lack of trust by Public in proper administration of the Council. Members open to challenge over decisions made. Potential for illegal activity by Members and subsequent potential for police investigations. Potential for Standards Committee to investigate decisions by certain Members, this could lead to suspension of Members.	I	B	H	All Members sign for receipt of Council's Code of Conduct. (see Code of Conduct Section 3). Standing Orders of the Council provided to all Members, Standing Order 25 (a) refers Members to Code of Conduct and need to undertake adherence to Code of Conduct. Members required to declare interests, if appropriate, on all Council and Committee agendas. Declaration form completed and signed on occasion of declaring interest. Interests analysed between personal and prejudicial. Members advised to declare interests on each Council and Committee Agenda. Members' Interests recorded on Minutes of Council and Committee Meetings showing whether interest is personal and/or prejudicial. Forms completed by Members declaring interests and Minutes placed on the Council's website include completed forms, on a monthly basis.	C	L

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					This method complies with S58 of The Local Government (Democracy) (Wales) Act 2013. Register maintained of notified gifts and/or hospitality with a value in excess of £10.00.		
Lack of Member Accountability through breaches of Standing Orders and Code of Conduct.	Lack of trust by Public in proper administration of the Council. Members open to challenge over decisions made. Potential for illegal activity by Members and subsequent potential for police investigations. Potential for Standards Committee to investigate decisions by certain Members, this could lead to suspension of Members. Potential for third party to issue civil proceedings against either the Council or individual Member if Breach of Confidentiality occurs.	I	B	H	All Members sign for receipt of Council's Code of Conduct. (see Code of Conduct Section 3). Standing Orders of the Council provided to all Members, Standing Order 25 (a) refers Members to Code of Conduct and the need to undertake adherence to the Code of Conduct. In relation to Breach of Confidentiality, Any breach of the Code of Conduct requires any other Member(s) who become reasonably aware that a breach of confidentiality has occurred, to notify the County Council's Monitoring Officer - Code of Conduct - Part 2 General Provisions - para. 6(1)(c)	C	L
Data Protection Act 1998 - Compliance to include compliance with GDPR as from May 2018 and. Data protection Act	Potential legal action for non compliance and loss of funds due to legal costs.	I	B	H	Preparation of Data Protection Policy as updated to accommodate requirements of GDPR and Data Protection Act 2018 which will replace Data Protection Act 1998. Use of a Consultant as Data	C	L

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2018.					Protection Officer for Council from 2017/18 onwards. Comprehensive set of Data Protection Policies maintained.		
Disability Discrimination Act.	Complaint being made that little or no cognisance is being taken of the requirements of the Act. Potential legal action against Council.	I	B	H	Report commissioned regarding suitability of Council building for disabled access and use. Budgetary provision made for adaptations where feasible. Use of temporary ramps etc in the immediate future.	S	M
Freedom of Information Act	Public complaint regarding available information. Information Commissioner investigating Town Council. Potential adverse report from Information Commissioner.	I	B	H	Freedom of Information Act 2005, Publication Scheme adopted by Town Council Types of disclosures available to the public listed in detail on Council website. Enquiries are dealt with as and when they arrive. Records maintained of incoming requests and outgoing responses. Use of Consultant as FOI Officer from 2017/18 onwards.	C	L
Health and Safety Matters	Possible claim for injury to a Member of the Public in using the Council's facilities. Possible claim for injury from tenants who occupy offices in the Council Buildings. Possible claim by Staff for injury whilst in work. Possibly investigation by	I	A	H	See Hiring out of Council Chamber and/or Community Room in respect of Public use of the Council's buildings (Asset Mgt. Risks below). All tenants responsible for the Health and Safety of their own staff, however all emergency procedures in relation to the public using the Council's building are copied to the	C	L

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	Health and Safety Executive for breach of legislation. If such an investigation is actioned, there is a potential cost to the Council of £126.00 per hour and £1,500.00 for the issue of an Improvement Notice.				tenants. The Council has employed a Health and Safety Competent Person to advise on all Health and Safety Matters.		
Use of Social Media	If social media is not managed in a structured and controlled way, it can create three types of risks: Reputational Risk: Posting or “liking” negative or misleading comments about the Council, or sharing inaccurate information, can damage public trust and lead to complaints or legal action against the Council or individuals. Financial Risk: Sharing confidential financial information before Council decisions are made may result in third parties acting on incorrect data, potentially leading to legal claims and disciplinary action. Operational Risk: Posting or endorsing content that is	I	A	H	All Members provided with a copy of the Welsh Local Government Association, publication "Social Media: A Guide for Councillors" on 16th November 2015. Thereby:-Members advised on protocols required when using personal Social Media. Members advised that when using personal Social Media they are also representing the Council when discussing anything related to the Council. Members made aware of the impact of 'liking' a 3rd Party's statement on Social Media. The Town Council Website informs the public that it does not, as a corporate body, usually reply to comments made on Social Media. Staff and Members comply with the Council's Social Media Policy as adopted and when amended.	A	M

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	hostile, discriminatory, or offensive can result in legal challenges from employees, members, or third parties, and harm the Council's reputation.						
Risk of severe and potentially damaging loss of Council Data through inadequate storage methods.	Loss of substantial amounts of Council Data. Prolonged interruption to administration processes of the Council;. Potential permanent loss of important and legal documentation. Loss of credibility in Council by public and Statutory Bodies. Potential breach of Data Protection Legislation.	I	C	H	Computer software to allow for cloud storage. Comprehensive hard copies of documents maintained. IT support through a contract with a support provider. Regular assessments of adequacy of safety of stored data.		M
Asset Management Risks							
Legal Liability arising from asset ownership and providing services to the public.	Risk of litigation should an individual or third party property become injured or damaged. Risk of litigation should an Employee become injured at work.	I	C	H	Adequate Public & Employer Liability insurance. Adequate property insurance. Regular physical maintenance of assets where applicable. When required, adequate surveys of physical assets are undertaken by specialists. Regular Fire Alarm tests.		L
Loss or damage to assets owned by the Council.	Assets unable to be used. Expense of replacing assets. Potential breach of Data Protection Legislation in relation to the use of Laptops.	I	B	H	Adequate insurance cover for assets. Up to date register of Fixed Assets. In the case of the Laptops a comprehensive policy for their use		M

IDENTIFIED RISK	POTENTIAL CONSEQUENCES OF RISK	SEVERITY OF IMPACT	PROBABILITY OF RISK OCCURRING	INITIAL RISK	CONTROLS TO MANAGE RISK	LEVEL OF INTERNAL CONTROLS	RESIDUAL RISK
					and return, when required, has been approved by the Council.		
Loss of cash or other assets through theft or dishonesty.	Council may be unable to provide its services. Potential damage to reputation of Council. Possible absence of staff for extended period (e.g. suspension). Potential additional costs of providing cover for absent staff.	I	B	H	Robust internal management controls, including prevention and detection of fraud and corruption. Fidelity Guarantee insurance. Adequate and exercised Budgetary Controls, including regular update reports to the Committee comparing actuals to budget.variance analysis of significant differences between actual and budget. Regular Bank reconciliations and comparisons to financial records.		L
Loss or damage to assets owned by 3rd Parties, given on permanent loan to the Council.	Potential damage to reputation of Council. Potential for a claim from the third party for loss or damage to particular item.	II	D	L	All assets whether owned by the Council or on permanent loan to the Council are recorded in the Asset Register and insured for loss or damage. No asset on permanent loan to the Council is housed in an area where the public have unauthorised access to.		L
Hiring out of the Council Chamber, Community Room or other offices in the Council Building.	Asset of the Council being damaged and needing repair. In emergency, hirer not being familiar with evacuation procedures, resulting in potential claims through civil courts and/or criminal courts for negligence. Loss of trust in Council and possible fines/compensation.	I	A	H	All hirers supplied with a comprehensive list of conditions of hiring the Council Chamber and/or the Community Room. The conditions include a comprehensive evacuation procedure with details of the various evacuation routes to follow and the assembly point outside the buildings. All the evacuation routes are fully signed.	S	M

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	Insurance Company may refuse claim if negligence is proved.				The conditions also include "penalties" for damaging the Council's property.		
Coronation Gardens	The gardens which were transferred to BTC from FCC in May 2009 are a public open space. There were various risk elements in the Gardens which could cause injury to users. Please refer to comprehensive risk assessment of Gardens in Coronation Garden files.	I	B	H	See comprehensive risk assessment prepared in relation to the Gardens in the Coronation Gardens file. Substantial remedial works carried out at the Gardens identified when the Gardens were transferred. Gardens maintained by Landscape Contractor and Gardens included in the insurance policies of the Council.	S	L
Water Supply	Health risks if drinking water or water droplets become contaminated.	III	E	L	Water sampling conducted when required with all high priority measures identified in the sampling eradicated as soon as is practicable. Please note high priority measures identified do not necessarily constitute a present danger, but when rectified eradicate the potential for the dangerous situation to occur.	S	L

ADDENDUM 4 - PUBLIC QUESTION TIME

A4 .1 Public Question Time will be held on the Main Council Agenda each month and will follow Apologies. The rules relating to the Public Question Time are listed below:-

1.1 An Agenda item should appear on each Ordinary Council Meeting Agenda, immediately after Declarations of Interest. The Agenda item heading should read 'Public Question Time'.

1.2 Questions (written or oral) should only be accepted from electors from the four Wards of Buckley Town Council and should be limited to one question per elector per month. The Council should not accept or answer frivolous or vexatious questions.

1.3 Questions should only be asked that relate to matters regarding the services provided by Buckley Town Council, questions should not be accepted that relate to other Councils or Agencies.

1.4 When the matter falls under the responsibility of the Unitary Authority – Flintshire County Council this will be forwarded.

1.5 No questions will be entertained that may be deemed to include potential personal canvassing on any matter or seek to gain an advantage for the questioner on any matter.

1.6 Repeat questions from previous months should not be considered.

1.7 The minutes should record the questions asked and the answers given.

1.8 Questions can be submitted in writing:-

1.8.1. Questions should be received 7 working days before the Council meeting.

1.8.2. The questions should be read out, the answer given with no further debate.

1.9 Questions raised orally:-

1.9.1. No one person may speak for longer than 3 minutes except by consent of the Council.

1.10 A maximum of 15 minutes should be allowed for the Mayor or Chair of a relevant Committee to answer the questions.

1.11. A maximum of five written or oral questions per month should be accepted. The questions should normally be chosen on a first come first served basis.

1.12. All questions (written or oral) shall be answered:

a) At the meeting by the Town Mayor, Chair of the appropriate Committee or the Town Clerk when there are matters specifically the responsibilities of the Town Council, or

b) In writing following the meeting by the Town Clerk after consultation with the Town Mayor or appropriate Committee Chair or

c) By placing an item on an agenda for the appropriate Committee or a future Council meeting to consider.

Welcome to the Council meeting

of Buckley Town Council

A guide to 'Public Participation' at meetings

What is a Town Council meeting?

It is a business meeting for the Town Council.

The Council makes its decisions at meetings.

Sometimes there is a lot of discussion before a decision is taken.

The public have a right to come and observe the business conducted at the Council meeting.

Can I address the Council with questions, ideas or concerns at a Town Council meeting?

YES! Public participation is important to the Council.

Buckley Town Council sets aside some time for the public to address the Town Council during its monthly meetings. This time is near the beginning of the meeting and called

'Public Question Time'.

Are there any guidelines for 'Public Participation'?

There are some guidelines the Council ask the public to observe during 'Public Participation'.

These guidelines help the Council to continue to run an efficient and balanced meeting.

- Members of the public may make representations and ask questions in respect of the **business on the agenda**.
- If matters raised are not on the agenda for the meeting these can be used to **form part of the agenda for a future meeting** at the discretion of the Council.
- The period of time designated for the entire 'Public Participation' session at a meeting shall not exceed **15 minutes** unless directed by the Chair of the meeting.
- An individual member of the public shall not speak for more than **3 minutes**.

- A question shall not require an immediate 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.
- A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
- 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.

Other than the ‘Public Participation’ item on the agenda can I join in with the rest of the meeting?

Outside of the ‘Public Participation’ item on the agenda, members of the public are very welcome to stay and **observe** the meetings proceedings.

There may be times when public attendance is not allowed because it could affect the public interest due to confidential matters or other special reasons. If a confidential matter is discussed, the public and the press may be excluded from part or all of the meeting. If this happens, the Council will make a decision and provide reasons for it.

By law, members of the public cannot join in the Council's debate or comment on other agenda items. We kindly ask that this rule be respected at all times.

Buckley Town Council

Councillors, Staff and Residents working together to change our community for the better

We look forward to meeting you soon

Disorderly Conduct at Meetings

The Councillors and the Town Clerk of Buckley Town Council are a friendly and hardworking team who welcome the input of the residents of Buckley.

The Council kindly asks that members of the public do not disrupt the meeting. If a disruption occurs, the following rules on disorderly conduct apply:

1. No person should interrupt the meeting or behave in an offensive or improper way. If someone does, the Chair will ask them to correct their behaviour.
2. If the person does not respond to the Chair’s request, any Councillor or the Chair may suggest that the person should not be allowed to speak or be asked to leave the meeting. This suggestion, if supported by another Councillor, will be voted on without discussion.
3. If the decision in (2) is ignored, the Chair may take further reasonable steps to restore order and continue the meeting. This may include temporarily pausing or closing the meeting.