

**NEW TREDEGAR COMMUNITY COUNCIL
CYNGOR CYMUNED TREDEGAR NEWYDD**

STANDING ORDERS

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MEETINGS

1. Meetings of the COUNCIL shall be held at 7.00 pm on Tuesday evenings unless the COUNCIL otherwise decides at a previous meeting.
2. THE STATUTORY ANNUAL MEETING (a) IN AN ELECTION YEAR SHALL BE HELD ON THE TUESDAY NEXT FOLLOWING THE FOURTH DAY AFTER THE ORDINARY DAY OF ELECTIONS TO THE COUNCIL AND (b) IN A YEAR WHICH IS NOT AN ELECTION YEAR SHALL BE HELD ON THE FIRST TUESDAY IN MAY.

CHAIRMAN OF MEETINGS

3. THE PERSON PRESIDING AT A MEETING MAY EXERCISE ALL THE POWER AND DUTIES OF THE CHAIRMAN IN RELATION TO THE CONDUCT OF THE MEETING.

PROPER OFFICER

4. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, he shall be the Clerk:-
 - (a) To receive Declarations of Acceptance of Office.
 - (b) To receive and record notices disclosing pecuniary interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of Bye-Laws made by the County Borough Council.
 - (f) To certify copies of Bye-Laws made by the Council.
 - (g) To sign summonses to attend meetings of the Council.
 - (h) To provide a minute book for recording the proceedings of Community meetings.

QUORUM

5. FIVE MEMBERS SHALL CONSTITUTE A QUORUM.
6. If a quorum is not present when the Council meets or if during a meeting the number of Councillors falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

ATTENDANCE AND APOLOGIES

7. (a) In the members own interest and as a matter of courtesy Councillors who fail to attend three consecutive meetings of the Council or its Committees are advised to provide the Council for its consideration, explanations of their absence in order that proper approval can be given by the Council under section 85(I) of the Local Government Act 1972.

Under this section of the Act any member who fails throughout a period of six consecutive months from the date of their last attendance to attend any meeting of the Council, they shall, unless the failure was due to some reason approved by the Council before the expiry of that period, cease to be a member of the Council.

- (b) In any case an apology for absence should be accompanied by the reason for the absence to be noted in the minutes of the Council.

VOTING

8. Members shall vote by show of hands, or if a least two members so request, by signed ballot.
9. IF A MEMBER SO REQUIRES THE CLERK SHALL RECORD THE NAMES OF THE MEMBERS WHO VOTED ON ANY QUESTION SO AS THE SHOW WHETHER THEY VOTED FOR OR AGAINST IT.
10. (a) SUBJECT TO (b) AND (c) BELOW THE CHAIRMAN MAY GIVE AN ORIGINAL VOTE ON ANY MATTER PUT TO THE VOTE, AND IN THE CASE OF AN EQUALITY OF VOTES MAY GIVE A CASTING VOTE EVEN THOUGH HE GAVE NO ORIGINAL VOTE.

(b) IF THE PERSON PRESIDING AT THE ANNUAL MEETING WOULD HAVE CEASED TO BE A MEMBERS OF THE COUNCIL BUT FOR STATUTORY PROVISIONS WHICH PRESERVE THE MEMBERSHIP OF THE CHAIRMAN AND VICE-CHAIRMAN UNTIL THE END OF THEIR TERM OF OFFICE HE MAY GIVE AN ORIGINAL VOTE IN THE ELECTION OF THE CHAIRMAN.

(c) THE PERSON PRESIDING MUST GIVE A CASTING VOTE WHENEVER THERE IS AN EQUALITY IN AN ELECTION FOR CHAIRMAN.

ORDER OF BUSINESS

11. AT EACH ANNUAL MEETING THE FIRST BUSINESS SHALL BE:-

- (a) TO ELECT A CHAIRMAN.
- (b) TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE OR IF NOT THEN RECEIVED TO DECIDE WHEN IT SHALL BE RECEIVED.
- (c) To elect a Vice-Chairman.
- (d) To appoint School Governors.
- (e) To appoint Chairman and Vice-Chairman of Statutory or Standing Committee's and their members.
- (f) To consider the payment of any subscriptions falling to be paid annually.
- (g) To inspect any deeds and trust instruments in the custody of the Council.

and shall thereafter follow the order set out in Standing Order 13.

It be noted that it is the Policy of the New Tredegar Community Council that the Vice-Chairman of the Council be automatically elected to the Chairman of the Council the following year if the person is considered by the Council a fit and proper person to take up that office, and so wishes to do so.

12. AT EVERY MEETING OTHER THAN THE ANNUAL MEETING OF THE FIRST BUSINESS SHALL BE TO APPOINT A CHAIRMAN IF THE CHAIRMAN AND VICE-CHAIRMAN BE ABSENT AND TO RECEIVE SUCH DECLARATIONS OF OFFICE (if any) AS ARE REQUIRED BY LAW TO BE MADE, OR IF NOT THEN RECEIVED TO DECIDE WHEN THEY SHALL BE RECEIVED.

13. After the first business has been completed, the order of business unless the Council otherwise decides on grounds of urgency, shall be as follows:-

- (a) To read and consider the minutes: provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read.
- (b) AFTER CONSIDERATION TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PRESIDING CHAIRMAN AS A CORRECT RECORD.
- (c) TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE.
- (d) To receive such communications as the presiding Chairman may wish to lay before Council.
- (e) To answer questions.
- (f) To dispose of business infany, remaining from the last meeting.
- (g) To receive and consider reports from officers of the Council.
- (h) To receive and consider reports and minutes of Committees and advisory Committees.

- (i) To authorise the sealing of documents.
 - (j) To authorise the signing of orders for payment.
 - (k) To consider motions or recommendations in the order in which they have been notified.
 - (l) Any other business specified in the summons.
14. A motion to vary the order of business on grounds of urgency
- (a) may be proposed by the Chairman or by any member and if proposed by the Chairman, may be put to the vote without being seconded and
 - (b) shall be put to the vote without discussion.

RESOLUTIONS MOVED ON NOTICE

15. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least seven clear days before the next meeting of the Council.
16. The Clerk shall date every notice of motion or recommendation when received by him, shall number each motion in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
17. The Clerk shall insert in the summons for every meeting all notices of motion or recommendations properly given in the order in which they have been received unless a member giving notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
18. If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
19. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chairman, if he considers it a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
20. Every resolution or recommendation shall be relevant to some question over which the Council has powers or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

21. Resolutions dealing with the following matters may be moved without notice:-

- (a) To appoint a Chairman of the meeting.
- (b) To correct the minutes.
- (c) To approve the minutes.
- (d) To alter the order of business.
- (e) To proceed to next business.
- (f) To close or adjourn the debate.
- (g) To refer a matter to committee.
- (h) To appoint a committee or member thereof.
- (i) To adopt a report.
- (j) To authorise the sealing of documents.
- (k) To amend a motion.
- (l) To give leave to withdraw a motion or amendment.
- (m) To extend the time limit for speeches.
- (n) To consider otherwise in committee a question affecting an employee of the Council.
- (o) To exclude the press and the public.
- (p) To silence or eject from the meeting a member named for misconduct.
- (q) To invite a member having an interest in the matter under debate to remain.
- (r) To give consent of the Council where such consent is needed by these Standing Orders.
- (s) To suspend Standing Orders.

QUESTIONS

22. A member may ask the Chairman any question concerning the business of the Council.
23. A member with or without notice may ask the Chairman of a committee or any question upon the proceedings of the committees then before the Council if the question is put before the Councils consideration of those proceedings is finished.
24. Every question shall be put and answered without discussion.
25. A person to whom a question is put may decline to answer.

RULES OF DEBATE

26. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chairman.

- 27.
- (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.
 - (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
 - (c) A member shall direct his speech to the question under discussion or to personal explanation or to a question of order.
 - (d) No speech shall exceed two minutes, except by consent of the Council.
 - (e) An amendment shall be either:-
 - (i) To leave out words
 - (ii) To leave out words and insert others
 - (iii) To insert or add words
 - (f) An amendment shall not have the effect of negating the motion before Council.
 - (g) If an amendment be carried the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or amendment shall have the right to reply.
 - (j) A member other than the mover of the resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or point of order, or in a personal explanation, or to move closure.
 - (k) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
 - (l) A motion or amendment may be withdrawn by the proposer with a unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

(m) When a resolution is under debate no other resolution shall be moved except the following:-

- (i) To amend the resolution
- (ii) To proceed to the next business.
- (iii) To adjourn the debate
- (iv) That the question be now put
- (v) That a member named be heard no further
- (vi) That a member named do leave the meeting
- (vii) That the resolutions be referred to committee
- (viii) To exclude the public and press
- (ix) To adjourn the meeting.

28. (a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

(b) Members shall address the Chairman.

(c) If two or more members speak, the Chairman shall call upon one of them to speak and the others will remain silent.

(d) Whenever the Chairman speaks during a debate all other members shall be silent.

CLOSURE

29. At the end of any speech a member may without comment move "that the question be now put", "that the debate be adjourned" or "that the Council do now adjourn". If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. If the motion "that the question be not put" is carried he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

DISORDERLY CONDUCT

30. (a) No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business, or by behaving irregularly, offensively, improperly, or in a manner as to scandalise the Council or bring it into contempt or ridicule.

(b) If in the opinion of the Chairman, a member has so misconducted himself, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting and the motion, if seconded, shall be put forthwith and without discussion.

- (c) If either of the motions mentioned in paragraph (b) is disobeyed the Chairman may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.

RIGHT OF REPLY

31. The mover of a resolution shall have the right of reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right to reply shall not introduce further matter. After the right to reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTIONS

32. A member with the consent of his seconder, may move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

33. (a) A decision (whether affirmative or negative) of the Council shall not be reversed with six months save by special resolution, the written notice thereof bears the names of at least six members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) This order shall not apply to rescinding resolutions moved in pursuance of the report or recommendation of a committee.

VOTING ON APPOINTMENTS

34. Where more than two people have been nominated for any position to be filled by the Council and the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

DISCUSSION AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

35. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded.

RESOLUTIONS ON EXPENDITURE

36. Any motion that is moved otherwise in pursuance of a recommendation of the finance committee or of another committee after recommendation by the finance committee and which, if carried, would in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management or reduce the revenue at the disposal of any committee, or would involve capital expenditure, shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon. The finance committee shall report on the financial aspects of the matter.

EXPENDITURE

37. ORDERS FOR THE PAYMENT OF MONEY SHALL BE AUTHORISED BY RESOLUTION OF THE COUNCIL AND SIGNED BY TWO MEMBERS.

SEALING OF DOCUMENTS

38. (a) A document shall not be sealed on behalf of the Council unless it's sealing has been authorised by resolution.
- (b) Any two members of the Council may seal, on behalf of the Council, any document required under law to be issued under seal.

COMMITTEES AND SUB-COMMITTEES

39. The Council may at the Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provisions in that behalf:-
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting, and
- (b) may subject to the provisions of order 33 above at any time dissolve or alter the membership of a committee.
40. The Chairman shall be a member of every committee.
41. The Chairman of a committee or the Chairman of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of that committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

- 42. Every committee may appoint sub-committees for the purposes to be specified by the committee.
- 43. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 44. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee shall be four (4) members, and a sub-committee be one half of its members.
- 45. The Standing Orders on the rules of debate (except those relating to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings in so far as they are appropriate.

ADVISORY COMMITTEES

- 46. (a) There shall be advisory committees, whose name and number of members and the bodies invited to nominate members shall be as follows:-

Name	Number of members	Nominating bodies
.....

- (b) The Clerk shall inform members of each advisory committee of the terms of reference of the committee.
- (c) An advisory committee may make recommendations and give notice thereof to the Council.
- (d) An advisory committee may consist wholly of persons who are not members of the Council.

VOTING IN COMMITTEES

- 47. Members of committees and sub-committees shall vote by show of hands.
- 48. CHAIRMAN OF COMMITTEES AND SUB-COMMITTEES SHALL HAVE A SECOND OR CASTING VOTE.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

- 49. A member who has proposed a motion which has been referred to any committee of which he is not a member, may explain his motion to the committee but shall not vote.

50. Any member shall, unless the Council so orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

ACCOUNTS AND FINANCIAL STATEMENTS

51. (a) Except as provided in paragraph (b) of this Standing Order or by statute, all accounts for payments and claims upon the Council shall be laid before the Council.
- (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Unless it has otherwise been authorised by the Council, payment shall be authorised by the committee, if any, having charge of the business to which it relates or by the Chairman and Vice-Chairman of the Council.
- (c) All payments authorised under paragraph (b) of this Standing Order or made without the authority of the Council shall be separately included in the next schedule of payments laid before the Council.
52. The Clerk shall supply to each member at the ordinary meeting next after the end of the financial year statement of receipts and payments.

ESTIMATES

53. Any committee desiring to incur expenditure to be defrayed out of the community charge shall not later than September, give the Clerk a written estimate of the expenditure recommended for the coming year, and such estimate shall be submitted to the Council at its meeting in October.

INTERESTS

54. If any member has any pecuniary interests, directly or indirectly, within the meaning of sections 94-95 of the Local Government Act 1972, in any contract, proposed contract, or other matter, he shall, while it is under consideration by the Council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(b) or:-
- (a) The disability imposed on him by those sections has been removed by the County Borough Council; or
- (b) The Council invite him to remain; or
- (c) The contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself subject to debate.

55. THE CLERK SHALL RECORD IN A BOOK KEPT FOR THE PURPOSE, PARTICULARS OF ANY NOTICE GIVEN BY A MEMBER OR ANY OFFICER OF THE COUNCIL OF A PECUNIARY INTEREST IN A CONTRACT, AND THE BOOK SHALL BE OPEN DURING REASONABLE HOURS OF THE DAY FOR THE INSPECTION OF ANY MEMBER.

56. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he shall and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment, and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosures.

When relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply.

The Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

57. (a) Canvassing of members or any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this paragraph of this Standing Order to each 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 promotion; but, nevertheless, a member may give written testimonial of a candidates ability, experience or character for submission to the Council with an application for appointment.

58. Standing Orders Nos. 58 and 59 shall apply to tenders as if the person making the tender were a candidate for appointment.

INSPECTION OF DOCUMENTS

59. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available, shall on request, be supplied for the like purpose with a copy.

60. (a) ALL MINUTES KEPT BY THE COUNCIL AND BY ANY COMMITTEE SHALL BE OPEN FOR INSPECTION OF ANY MEMBER OF THE COUNCIL.

(b) THE MINUTES OF THE COUNCIL SHALL BE OPEN TO INSPECTION BY ANY LOCAL GOVERNMENT ELECTOR OF THE COMMUNITY WITHOUT CHARGE.

UNAUTHORISED ACTIVITIES

61. No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council;
- (a) Inspect any lands or premises which the Council has a right or duty to inspect; or
 - (b) Issue orders;
- unless authorised to do so by the Council or the relevant committee or sub-committee.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

62. THE PUBLIC AND THE PRESS SHALL BE ADMITTED TO ALL MEETINGS OF THE COUNCIL AND ITS COMMITTEES (and sub-committees), WHICH MAY, HOWEVER TEMPORARILY EXCLUDE THE PUBLIC OR PRESS OR BOTH by means of the following resolutions, viz.:
- “that in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily and they are instructed to withdraw.
63. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
64. If the member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he be removed from the Council Chamber or that part of the Chamber open to the public be cleared.

CONFIDENTIAL BUSINESS

65. No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or sub-committee as the case may be.

LIAISON WITH COUNTY BOROUGH COUNCILLORS

66. A notice of meetings shall be sent together with an invitation to attend to the County Borough Councillors.
67. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Borough Council shall be transmitted to the County Borough Councillor for the appropriate ward.

PLANNING APPLICATIONS

68. (a) The Clerk as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
- (i) the date on which it was received
 - (ii) the name of the applicant
 - (iii) the place to which it relates
 - (iv) a summary of the nature of the application
- (b) The Clerk shall refer every planning application to the Chairman or in the Chairman's absence to the Vice-Chairman within 48 hours of receiving it.

STANDING ORDERS ON CONTRACTS

69. (a) Where it is intended to enter into a contract exceeding £500 but not exceeding £5000 in value for the supply of goods or services or materials for the execution of works the Clerk shall give at least three weeks public notice of such intention in the same manner as public notices of meetings of the Council are given. Where the value of the intended contract exceeding £5000 similar notice shall be given in addition to all firms included in the appropriate standing approved list of contractors maintained by the County Borough Council, or if no such list is maintained then in such newspapers circulating in the district as the Council shall direct.
- (b) Notice of a contract exceeding £5000 shall state the general nature of the intended contract and state the name and address to whom tenders are to be addressed and the last date by which those tenders are to be returned by.
- (c) If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or the works as it thinks fit.
- (d) A notice issued under this Standing Order shall contain a statement of the effect of Standing Orders Nos. 58, 59 and 60.

VARIATIONS, REVOCATIONS AND SUSPENSION OF STANDING ORDERS

70. Any part of Standing Orders except those printed in CAPITAL PRINT may be suspended by resolution in relation to any specific item of business.
71. A motion permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

STANDING ORDERS GIVEN TO MEMBERS

72. A printed copy of these Standing Orders shall be given to every member by the Clerk upon delivery to him of the members declaration of acceptance of office.

MALE AND FEMALE GENDER

73. In these Standing Orders, unless the contrary intention appears, the words importing the male gender include the female gender.

STANDARD OF DRESS

74. It is expected that all members of the Council attending Council Meetings should be properly dressed in a clean and tidy manner.

NON-SMOKING STANDING ORDER

75. ALL COUNCILLORS, OFFICERS OF THE COUNCIL, INVITED GUESTS, VISITORS AND OBSERVERS SHALL REFRAIN FROM SMOKING DURING ANY MEETING CALLED BY THE COUNCIL. THE CHAIRMAN OF THE MEETING SHALL WHEN EVER NECESSARY REMIND THOSE PRESENT OF THE CONTENT OF THIS STANDING ORDER AND SHALL REQUEST THAT ALL THOSE WHO DO NOT RESPECT THIS STANDING ORDER REFRAIN FROM SMOKING OR LEAVE THE MEETING.

G.L. JAMES
CLERK AND FINANCIAL OFFICER

16TH MAY 1995