

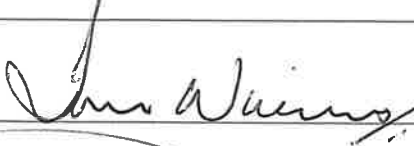



Notice of Motion to Council

Please note that Standing Orders section 1, 9 and 10 apply to motions (see below)
 Written notice of a motion must be submitted to the Proper Officer at least 7 clear days before the meeting.

Section A – To be completed by Councillors

Title of Motion	Recording of Council meetings
Specify which Council or Committee meeting this motion should be referred to	Full Council
Proposed by	Councillor Ian Williams
Seconded by	Councillor Tim Wood
Proposed motion with wording for a Resolution to be considered at the meeting	For Bridgend Town Council to record all meetings through the Microsoft Teams application for public transparency
Background (provided by the proposer)	<p>It is our obligation and duty to ensure public transparency. Although meetings are minuted and members of the public can attend I believe that we can go further in our actions to improve on this. Under the new Welsh Government regulations governing Town and Community Council meetings we must now ensure an aspect of virtual access, meaning that even when we meet in person we will still have to have a virtual online profile.</p> <p>Currently our standing orders do not allow for us to record our meetings either visual or audio. I would like to propose a change to this going forward. The Microsoft Teams platform allows for a recording function, as is used by Maesteg Town Council in their meetings.</p> <p>This will then enable our meetings to be electronically stored and made available on our website and social media outlets allowing easy access for both public and staff.</p> <p>I believe that this will have a number of positive benefits for our interactions with our residents and our staff who will be able to refer back to assist them with accurate minute taking to back up their system of manual writing with pen and paper.</p> <p>The Microsoft website which supports Teams states that all meetings will be saved to OneDrive or SharePoint and can then be downloaded to Bridgend Town Council computers.</p>
Cost/Financial implication (anticipated by the proposer)	According to Microsoft website, there are no cost implications to recording meetings

Proposers signature	 Ian Williams
Seconders signature	 Tim Wood

Section B – For staff use only

Additional information (to be provided by the Proper Officer if required)	Microsoft Teams Meetings are facilitated via the BCBC IT Network. Currently the option to record meetings is not available to BTC Staff. I will make enquiries about access to this facility.
Financial implications and Budgetary considerations (anticipated by the Proper Officer or RFO)	
Legal implications (anticipated by the Proper Officer or RFO)	Members of the public and participants of the meeting will need to be informed that the meeting will be recorded.
Resource requirements (anticipated by staff)	Resource to seek access to the facility and possibly resource to make the footage available if it is to be accessible to the public.

Record of Motion

Motion accepted or rejected by Proper Officer (include reason for rejection if applicable)	
Meeting title	
Meeting date	
Motion and Resolution carried, amended or failed at meeting	
Detail of amendments (if any)	
Minute reference	

Relevant Standing Order Extracts

1. Rules of debate at meetings

- a) Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b) A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c) A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d) 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.
- e) An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f) 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.
- g) An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h) A councillor may move an amendment to his 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.
- i) If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j) Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k) One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l) A councillor may not move more than one amendment to an original or substantive motion.
- m) The mover of an amendment has no right of reply at the end of debate on it.
- n) 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o) Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to move or speak on another amendment if the motion has been amended since he last spoke;
 - ii. to make a point of order;
 - iii. to give a personal explanation; or
 - iv. in exercise of a right of reply.
 - v. to speak on an amendment moved by another councillor;
- p) 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q) A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r) 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 chairman 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 his right of reply.

- t) Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a) A motion shall relate to the responsibilities of the meeting which it is tabled for 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 at least (7) 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (5) 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 chairman 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 in a book for that purpose and numbered in the order that they are received.
- h) Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their 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 sensitive 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 requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.