



AGENDA

for a meeting of the **Executive** to be held on
Friday 13th December 2019 at 10.30am
in the Rhyl Town Council Offices

Executive	Cllr P Morton (Chair), Cllr J Butterfield, Cllr B Roberts, Cllr B Bertola, Cllr D Hainge, Cllr B Mcloughlin and Cllr L Edwards. Robert Robinson (Secretary/Treasurer)
Responsibilities	To prepare the agenda for the main meetings, to consider governance in more detail, to make decision on matters which need to be completed before a full Association meeting.

1. Record of attendance

To record a record of attendance.

2. Declarations of interest

To record and declarations of interest.

3. Minutes of the last Executive Meeting

To approve the minutes of the last meeting.

4. Elections

To consider how best to take forward the filling of the Chairs position on the Association for the period to the next Annual Meeting.

5. Financial Report

To consider a financial report.

- a) Bank accounts and spreadsheet.
- b) Audit for year to 31st March 2019.

6. Membership

To consider a membership drive for the New Year.

To note that Welshpool Town Council has withdrawn from the Association.

7. Agenda for the Annual Meeting and Quarterly Meeting 17th January 2020

To consider the agenda for the next quarterly meeting. (see appendix 1)

8. Constitution and Standing Orders

To consider a review of the Constitution and Standing Orders. (see appendix 2)



9. Dates of future meeting

Quarterly - Friday `17th January 2020 at Rhyl

Executive – Friday 13th March 2020 – Rhyl Town Council



APPENDIX 1

AGENDA

for the Quarterly Meeting of the Association to be held on
Friday 17th January 2019 at 10.30am
at Rhyl

1. Welcome by the Mayor of Rhyl

To receive a welcome from Cllr Ellie Chard Mayor of Rhyl Town Council

2. Housekeeping

To note fire exits, toilets and any tests for the day.

3. Record of attendance

To record attendance and any apologies for absence.

4. Declarations of interest

A time for members to declare any relevant interests with regards to any item on the agenda.

5. Secretariat

To receive an update on the Administration Management of the Association.

To complete email address list for the secretary.

6. Minutes of the last Meeting

To consider and approve the minutes of the last quarterly meeting. See appendix 1.

7. Actions from the last meeting

To consider a report on actions to be taken forward from the last meeting:

To invite a senior civil servant or Minister to meet with the Association on the subject of the homeless.	Report at meeting.
To post the Sleep Rough Report on the web site.	Completed
Archives to be placed in the Library of Wales	Being arranged
Contact to be made with NALC to seek association membership	Report at meeting.
Seek a North and Mid Wales Minister dedicated to those areas via an approach to Welsh Government.	Letter sent and reply received.
Prepare a paper for the next meeting on Council Tax and Business Rates and the alternatives.	Completed



8. Financial Report

To consider an update on the finances of the Association.

9. Executive Meeting Minutes

To consider the minutes of the Executive Meeting. See appendix 2.

10. Homeless

To consider any items related to this subject which is a standing item on the agenda.

11. Business Rates

To consider a report as attached at appendix 3.

12. Council Tax

To consider a report as attached at appendix 4.

13. Public Conveniences

To consider risks related to the management of public conveniences in particular with regards to fire risk.

14. Hospital updates

To consider an update on the hospital services from:

- North Wales
- Mid Wales

15. Rail updates

To consider an update on Transport for Wales and rail services in North and Mid Wales.

16. Any other business

Any other business notified to the Chair or Secretary prior to the start of the meeting.

17. Acting Chairs announcement

To receive a statement from the Cllr Peter Morton.



18. Dates for future meetings

To note the dates for future meetings as follows:

Quarterly Meetings

17th January 2020	Rhyl Town Council
24 th April 2020	Welshpool Town Council
17 th July 2020	Connah's Quay Civic Halls

Executive Meetings

13th March 2020 and 12th June 2020

All Executive Meetings are held at Rhyl Town Council Offices.

All meetings commence at 10.30am

To consider a location for the April 2019 meeting (was to be Welshpool)

Appendix 1 and appendix 2 to be added before distribution of agenda and papers.



APPENDIX 2A

CONSTITUTION FOR THE ASSOCIATION (DRAFT)

CONTENTS

1 MEMBERSHIP

- 1.1 Members
- 1.2 Membership fees
- 1.3 Entitlements
- 1.4 Aims and objectives

2 MEETINGS

- 2.1 General meetings
- 2.2 Special meetings
- 2.3 Annual meeting

3 PROCEDURE

- 3.1 Officers
- 3.2 President
- 3.3 Vacancies
- 3.4 Executive
- 3.5 Administration
- 3.6 Archives and records
- 3.7 Quorum
- 3.8 Voting
- 3.9 Voting on appointments
- 3.10 Code of conduct and complains

4 FINANCE

- 4.1 Bank
- 4.2 Expenditure
- 4.3 Annual review of fees and charges
- 4.4 Audit
- 4.5 Financial Records

5 MISCELLANEOUS

- 5.1 Signing and sealing of documents
- 5.2 Variation and revocation
- 5.3 Association ceasing
- 5.4 Signatures
- 5.5 Date



1. MEMBERSHIP

1.1 Members

Membership of the Association is open to all Town and Community Councils who are located in the Principal Council areas of Anglesey, Conwy, Denbighshire, Flintshire, Wrexham, Ceredigion, Gwynedd and the old county of Montgomeryshire who have paid the annual subscription fees due on 31st July each year.

1.2 Membership fees

The annual membership fee shall be agreed at each annual meeting for the ensuing year on the following basis:

- Fee for smaller Councils (up to 5,000 population)
- Fee for medium Councils (Up to 10,000 population)
- Fee for larger Councils (Over 10,000 population)

1.3 Entitlement

Membership offers the following entitlements to member Councils as follows:

- a) Voting at the general and annual meeting as per standing orders.
- b) Receipt of agenda and minutes of all meetings of the Association.
- c) Advice from members (where possible).
- d) To put forward items for discussion by the Association.

1.3 Aims and objectives

The aims and objectives of the Association shall be:

- i) To discuss and take action on matters which affect the Member Councils.
- ii) To consider Welsh Government and Parliamentary Consultations where they affect the Member Councils.
- iii) To give a forum for member councils to discuss common issues.
- iv) To represent and promote members views wherever they are needed.

2. MEETINGS

2.1 General

Quarterly meetings of the Association shall be held in the months of January, April, July and October of each year.

Notice (including agenda) of a general meeting shall be given at least 14 days prior to the meeting date.

Smoking shall not be permitted at any meetings of the Association.



2.2 Special Meeting

A special meeting of the Association may be called by the Chair of The Association, the Vice Chair (in the absence of the Chair) or Secretary to conduct urgent business upon giving 14 days' notice (including agenda).

When a special meeting is called the agenda must be made known to the Secretary so that every Member is aware of the reason for the meeting.

2.3 The Annual General Meeting

The Association shall hold its Annual General Meeting each year in July in accordance with the Standing Orders.

3. PROCEDURE

3.1 Officers

The Annual Meeting of the Association shall appoint the following Officers who shall serve for the period ending on the next Annual Meeting:

- Chair
- Vice Chair
- Administrator (see 3.5 below)
- 2 assistant Administrators (to help with consultations as required)

3.2 President

The Association shall elect a President at the Annual Meeting following a general Council elections and shall serve until the Annual Meeting following the next general Council elections.

The Presidents duties are to be:

- Overseeing the election of the Chair at the Annual Meeting.
- Oversee any issues arising out of disputes or complaints.

3.3 Vacancies

If during a year a vacancy occurs within the Officers at the next General Meeting of the Association an election shall take place for such vacancy. This appointment shall expire at the next Annual Meeting of the Association.



3.4 Executive

An Executive Committee shall be elected at the Annual Meeting and membership is to comprise:

- President
- Chair
- Vice Chair
- Immediate past Chair
- Four other Members of the Association
- The Secretary and Treasurer

The Executive Committee shall agree the Agenda for the next General Meeting of the Association and shall consider any matters relating to the constitution and standing orders making recommendations to the General Meeting.

3.5 Administration

The Annual Meeting shall appoint an Administration Manager who shall act as secretariat and treasurer for the Association of the ensuing year.

The Association shall pay expenses of the Administration Manager in the performance of the post duties.

Such allowance shall be agreed at the Annual Meeting.

The secretary shall be responsible for:

- i) Preparation of agenda and minutes of the 4 quarterly meetings and 4 executive meetings.
- ii) To prepare presentations and consultation papers for the association.
- iii) Make arrangements for venues and lunches for each quarterly meeting.
- iv) To manage and keep up to date the web site.
- v) To collect membership fees, keep accounts to be presented to each meeting, to manage the bank account and all financial matters appertaining to the Association.
- vi) To travel to the Welsh Assembly or other government places representing the Association in accordance with the Policy of the Association.

3.6 Archives and records

The Administration Manager shall keep appropriate records of the Association. Archives of the Association are to be deposited from time to time with the Library of Wales.



3.7 Quorum

A quorum of meetings shall be as follows:

General Meetings	Minimum of 3 Member Councils or 1/3 of the Member Councils whichever is the greater.
Executive	Minimum of 3 members excluding the Administration Manager.
Special Meetings	Minimum of 3 Member Councils or 1/3 of the Member Councils whichever is the greater.

3.8 Voting

Voting shall be as follows:

- a) **Generally** – One member present one vote each.
- b) **Appointments** – One vote per Council.

The Chair has a casting vote in the event of equal votes.
If two members present require a secret ballot this shall be held.
Only those present at the meeting may vote.

3.9 Voting on appointments

The appointment of the President, Chair and Vice Chair shall be by secret ballot.
Nominations for the post of President, Chair and Vice Chair shall be made at least 10 days prior to the meeting on the appropriate forms for circulation to members prior to the meeting.

3.10 Code of conduct and complains

The Code of Conduct adopted by Town and Community Councils at the time shall apply to the Association except where it is in conflict with the Standing Orders of the Association.

4 FINANCE

4.1 Bank

The Association shall hold a separate bank account as approved by the Annual Meeting each year.
The cheques & authorisation of payments shall be signed by the Administration Manager and at least one other member of the Association.



4.2 Expenditure

The expenditure of the Association shall be estimated each year and applied to a cash flow forecast for the General Meeting to consider.

All expenditure shall be approved by the Executive other than that of hiring venues and lunches within the agreed budget for same.

4.3 Annual review of fees and charges

The Annual Meeting of the Association shall review the following fees and charges annually in July:

- a) Membership fees
- b) Lunch charges
- c) Administration

4.4 Audit

The Annual Accounts shall be subject to an examination each year by a person approved by the Executive and Annual Meeting.

4.5 Financial records

The Treasurer shall keep financial records along with bank statements and receipts/invoices.

5. MISCELLANEOUS

5.1 Signing and sealing of documents

All documents (either under hand or sealed) shall be signed by all of the following:

- a) The President
- b) The Chair
- c) The Secretary

5.2 Variation and revocation

Variation and revocation of any part of the Constitution shall be by formal resolution at the Annual Meeting.

The Executive (may with the approval of the General Meeting) approve interim arrangements which must be ratified at the next Annual Meeting.

5.3 Association ceasing

In the event of the Association ceasing as agreed by the Membership the following shall take place:

All monies shall be frozen in the bank account for 6 years.



Upon the expiry of 6 years the Membership at the time of dissolution shall decide if to continue with above or to finally dissolve the Association.

If the Association is finally dissolved any money in the account shall be used to pay for any expenses in dissolving the Association with the remainder given to a charity of the Memberships choice.

The Association may at any time during the periods set out above re-establish and take the bank account into the re-established Association which must have the same aims and objectives of the existing Association.

5.4 Signatures

The signatures to this document are:

..... Cllr J Butterfield President

..... Cllr P Morton Chair

..... Robert Robinson Secretary

5.5 Date

This constitution replaces all previous constitutions as is to be effective from the Annual Meeting held in July 2020.



APPENDIX 2B

STANDING ORDERS FOR THE ASSOCIATION (DRAFT)

CONTENTS

1. INTRODUCTION

- 1.1 CONSTITUTION
- 1.2 POLICY

2. TYPES OF MEETING

- 2.1 MEETINGS
- 2.2 SPECIAL MEETING
- 2.3 THE ANNUAL MEETING
- 2.4 LOCATION OF MEETINGS

3. PROCEDURES AT MEETINGS

- 3.1 CHAIRMAN
- 3.2 ORDER OF BUSINESS
- 3.3 RULES OF DEBATE
- 3.4 VOTING
- 3.5 RESOLUTIONS MOVED ON NOTICE
- 3.6 RESOLUTIONS MOVED WITHOUT NOTICE
- 3.7 ALTERATIONS TO RESOLUTION
- 3.8 RECESSION OF PREVIOUS RESOLUTION
- 3.9 RIGHT TO REPLY
- 3.10 QUESTIONS
- 3.11 CLOSURE
- 3.12 ADMISSION OF THE PUBLIC AND PRESS AT MEETINGS

4. CONDUCT OF MEMBERS

- 4.1 DISORDERLY CONDUCT
- 4.2 INTERESTS
- 4.3 CONFIDENTIAL BUSINESS
- 4.4 UNAUTHORISED ACTIVITIES

5. FINANCE

- 5.1 FINANCIAL REPORTING
- 5.2 AUDIT

6. EXECUTIVE

- 6.1 RESPONSIBILITIES
- 6.2 ELECTION OF EXECUTIVE

7. MISCLANIOUS

- 7.1 VARIATION OR REVOCATION
- 7.2 WEB SITE
- 7.3 WELSH LANGUAGE POLICY
- 7.4 SIGNATURES TO THE DOCUMENT



1. INTRODUCTION

1.1 Constitution

The Standing Orders are supplemental guidance in the administration of the Association to the adopted constitution.

1.2 Policy

The Association shall at its Annual Meeting review the Policies of the Association and set a programme for the ensuing year.

2. TYPES OF MEETING

2.1 General Meetings

2.1.1 The Quarterly meetings of the Association shall be held in the months of January, April, July and October of each year.

2.1.2 There shall be held a meeting of the Executive in the months of March, June, September and December of each year.

2.1.3 The Agenda and papers for each meeting shall be issued at least 14 days prior to the date of the meeting.

2.2 Special Meeting

2.2.1 A special meeting of the Association may be called in accordance with the adopted constitution.

2.2.2 The Agenda and papers for each meeting shall be issued at least 14 days prior to the date of the meeting.

2.3 The Annual General Meeting

2.3.1 The Association shall hold its Annual General Meeting each year in July in accordance with the adopted constitution.

2.4 Location of meetings

2.4.1 The location of meetings shall be agreed at the Annual Meeting but can be reviewed if required at a General Meeting.

3. PROCEDURES AT MEETINGS

3.1 Chairman

3.1.1 The Chair of any Association Meeting shall be the chair of those meetings in the absence of the Chair the Vice Chair.

3.1.2 In the absence of both the Chair and Vice Chair the immediate past Chair shall preside.



3.2 Order of business

3.2.1 At each Annual Council Meeting the business shall be as follows:

- i) Welcome by Hosting Council
- ii) To receive the notice of the meeting
- iii) Record of attendance
- iv) Approval of the minutes of the last Annual Meeting
- v) Approval of any matters relating to the Constitution or Standing Orders.
- vi) To elect a President (in the appropriate year)
- vii) Presentation to the outgoing President (in the appropriate year)
- viii) Chairs annual report
- ix) Election of the Chair for the ensuing year
- x) Presentation to the outgoing Chair
- xi) Election of a Vice Chair
- xii) Election and appointment of an Administration Manager
- xiii) Election of the Executive
- xiv) Approval of the Annual Accounts
- xv) To approve an independent examiner for the Accounts
- xvi) To appoint 2 assistant secretaries
- xvii) To Review subscription and meal costs
- xviii) To Review Policy of the Association and set a programme for the ensuing year
- xix) To set dates and details of the meetings for the ensuing year.

3.2.2 At every General Meeting other than the Annual Meeting the order of business shall be as follows:

- i) Welcome by Hosting Council
- ii) To receive the notice of the meeting
- iii) Record of attendance
- iv) Approval of the minutes of the last Meeting
- v) To welcome receive any presentation by a speaker
- vi) To receive any declarations of interest.
- vii) Report on actions taken since the last meeting.
- viii) Financial Report.
- ix) To receive the minutes of the Executive Meeting.
- x) General agenda items.
- xi) Any other business notified to the Chair or Administration Manager prior to the start of any meeting.
- xii) To note dates of future meetings as set by the Annual Meeting.

3.2.3 The order of business can be altered at a General Meeting by the Chair.



3.3 RULES OF DEBATE

- 3.3.1 No discussion of the Minutes of the immediate previous meeting shall take place other than about their accuracy or corrections to the Minutes and such alterations shall be initialled by the Chairman.
- 3.3.2 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 her/him before it is further discussed or put to the meeting.
- 3.3.3 A Member when seconding a resolution or amendment may, if s/he then declares her/his intention to do so, reserve her/his speech until a later period of debate.
- 3.3.4 A Member shall stand, give their name and Council and then direct her/his speech to the question under discussion or to a personal explanation or to a question of order.
- 3.3.5 No speech by a mover of a resolution shall exceed five minutes and no other speech shall exceed three minutes except by the Consent of the Council.
- 3.3.6 An amendment shall be either:
To leave out words.
To leave out words and insert others.
To insert or add words.
- 3.3.7 An amendment shall not have the effect of negating the resolution before the Association.
- 3.3.8 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.
- 3.3.9 A further amendment shall not be moved until the Association has disposed of every amendment previously moved.
- 3.3.10 The mover of a resolution or of an amendment shall have a right of reply, not exceeding five minutes.
- 3.3.11 A Member, other than the mover of a resolution, shall not, without leave of the Association, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.



- 3.3.12 A Member may speak on a point of order or on a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by her/him which may have been misunderstood.
- 3.3.13 A motion or amendment may be withdrawn by the proposer or with the consent of the Association, 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.
- 3.3.14 When a resolution is under debate no other resolution shall be moved except the following:
- To amend the resolution.
 - To proceed to next business.
 - To adjourn the debate.
 - That the question now be put.
 - That a Member named shall not be further heard.
 - That a Member named leaves the meeting.
 - That the resolution be referred to a Committee.
 - To exclude the public and press.
 - To adjourn the meeting.
- 3.3.15 The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- 3.3.16 Any member who wishes to speak shall raise their hand and shall not speak until asked to do so by the Chair.
- 3.3.17 Members shall address the Chair.
- 3.3.18 If two or more members wish to speak the Chair shall decide who to call upon.
- 3.3.19 Whenever the Chair speaks during a debate all other members shall be silent.

3.4 VOTING

- 3.4.1 Voting at all meetings shall be as set out in the adopted constitution.
- 3.4.2 Where more than two persons have been nominated for any position to be filled by the Association and of 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 drop off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one candidate.



3.5 RESOLUTIONS MOVED ON NOTICE

- 3.5.1 Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Administration Manager or the Mover has given notice in writing of its terms and has delivered the notice to the Administration Manager at least fourteen clear days before the next meeting of the Association.
- 3.5.2 The Administration Manager shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it into a book which shall be open to inspection for every member of the Association.
- 3.5.3 The Secretary shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that s/he intends to move at some later meeting or that s/he withdraws it.
- 3.5.4 If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by another member, it shall, unless postponed by the Association, be treated as withdrawn and shall not be moved without fresh notice.

3.6 RESOLUTIONS MOVED WITHOUT NOTICE

- 3.6.1 Resolutions dealing with the following matters shall be moved without notice:
- To appoint a Chairman of the meeting.
 - To correct the minutes.
 - To approve the minutes.
 - To alter the order of business.
 - To proceed to the next business.
 - To close or adjourn the debate.
 - To refer a matter to the Executive.
 - To appoint a Committee or members thereof.
 - To adopt a report.
 - To authorise the signing of documents.
 - To amend a motion.
 - To give leave to withdraw a motion or amendment.
 - To extend the time limit for speeches.
 - To exclude the public or press.
 - To silence or eject a Member named for misconduct.
 - To give the consent of the Association where these Standing Orders require such consent.
 - To suspend any Standing Order.
 - To adjourn any meeting.



3.7 ALTERATIONS TO RESOLUTION

A Member may, with the consent of his or her seconder, move amendments to his or her own resolution.

3.8 RECESSON OF PREVIOUS RESOLUTION

3.8.1 A decision (whether affirmative or negative) of the Association shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least three members of the Association.

3.8.2 When a special resolution or any other resolution moved under the provisions of paragraph 14.1 of this order has been disposed of, no similar resolution may be moved within a further six months.

3.8.3 Such decisions may be re-considered earlier if there is new and relevant information available which was not considered at the time of the decision.

3.9 RIGHT TO REPLY

The mover of a resolution shall have a right to 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 of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

3.10 QUESTIONS

3.10.1 A member may ask the Chairman of the Association or Secretary any question concerning the business of the Association.

3.10.2 Every question shall be put and answered with or without discussion.

3.10.3 A person to whom a question has been put may decline to answer.

3.11 CLOSURE

At the end of any speech a Member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Association do now adjourn". If such motion is seconded, the Chair shall put the motion but, in the case of motion "that the question be now put" only if he is of the opinion that the question before the Meeting has been sufficiently debated. If the motion "that the question be now put" is carried, s/he shall call upon the mover to exercise or waive her or 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 Meeting shall not prejudice the mover's right of reply at the resumption.



3.12 ADMISSION OF THE PUBLIC AND PRESS AT MEETINGS

- 3.12.1 The public and press shall not be admitted to all meetings of the Association and its Executive.
- 3.12.2 The Chair may approve an invitation to the press if it is felt that such attendance is in the interests of the Association.
- 3.12.3 The agenda and minutes along with other information shall be made available to the public via the Web Site and press releases approved by the Chair.

4. CONDUCT OF MEMBERS

4.1 Disorderly Conduct

- 4.11 All members must observe the Code of Conduct, a copy of which is available from the Secretary.
- 4.12 No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Association into disrepute.
- 4.13 If, in the opinion of the Chair, a Member has broken the provisions of section above of this Order, the Chair shall express that opinion to the Meeting and thereafter any Member may move that the member named be no longer heard or that the Member named do leave the meeting, and that the motion, if seconded, shall be put forth with and without discussion.
- 4.14 If a Member reasonably believes another Member is in breach of the code of conduct, that Member is under a duty to report that breach to the Chair or Administration Manager for discussion at the next available Quarterly or Executive Meeting.
- 4.15 If either of the motions mentioned in section 19.3 above is disobeyed the Chair may adjourn the meeting or take such further steps as may be reasonably necessary to enforce them.
- 4.16 If any Member shall be considered by the Chair to be in breach of the Code of Conduct or the Standing Orders such breach shall be reported to the Chair and the Association will be asked as a corporate body to decide on such matter.

4.2 Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Association then that interest must be declared and a decision made by the Member to either stay or withdraw from the meeting.



4.3 Confidential Business

4.3.1 No member of the Association shall disclose to any person not a member of the Association any business considered to be of a sensitive nature.

4.3.2 Any member in breach of the above provisions of this Standing Order shall be removed from the Association Meetings for an agreed period.

4.4 Unauthorised Activities

No Member of the Association shall express any view on behalf of the Association at the Welsh Assembly or at Parliament unless it has first been:

Discussed at a meeting of the Association. Discussed at a meeting of the Executive. Contained in an approved response to a consultation.

Contained in a consultation response through Web Site Consultation (where time does not allow the others).

5. FINANCE

5.1 Financial Reporting

A financial report with bank balances shall be presented to both the General and Executive Meetings by the Administration Manager.

5.2 Audit

The annual examination of finances by an independent person shall be presented to the Executive when completed.

6. EXECUTIVE

6.1 Responsibilities

The Executive shall be administered as set out in the adopted constitution. The Executives authority is limited to putting forward recommendations to the General Meeting and to taking actions of an urgent nature.

6.2 Election of Executive

The Executive shall be elected in line with the rules set out in the adopted constitution.

8. MISCLANIOUS

7.1 Variation or revocation

These Standing Orders may be altered on recommendation to the General Meeting for approval at any time giving the usual meeting notice period.



7.2 Web Site

The Association shall host and keep up to date a web site which carries information about the Association, contacts, agenda, minutes and documents.

7.3 Welsh Language Policy

7.3.1 The Association has adopted and will operate a Welsh Language Policy.

7.3.2 The Policy of the Association is that it will reply in Welsh if requested or if a letter is received in Welsh to reply in Welsh.

7.3.3 If a Member wishes to receive any agenda, minutes or supporting papers in Welsh, translation must be arranged by the Member Council affected at their own cost.

7.4 Signatories

.....
Signed Cllr Joan Butterfield President

.....
Signed Cllr Peter Morton Chair

.....
Signed Robert A Robinson Secretary/Treasurer

Dated.....



APPENDIX 3

COUNCIL TAX

Alternatives To The Council Tax

Options Instead of Council Tax

The public *hates* council tax?

First it was the rates, then the poll tax and now council tax. In the UK we seem to have a ingrained hatred of this form of taxation - whatever it is called.

The council tax was introduced in 1993 and the amount you pay depends on which area of the country you live in and which band your house price falls into. As such it isn't locked to the amount of money you earn, but if anything, with sky rocketing mortgage debt, how much money you owe.

The valuation of the house is based upon what it would have been worth in 1991 and is takes no account of where in the country you live. An example to illustrate the point is that a small terrace in London could be in higher band than a detached property in Blackpool because in 1991 house prices were more in London than Blackpool. This says nothing about the income of the people living in either of these properties.

People generally understand the need for local taxation but get very annoyed when they hear rumours of

- Plans to re-grade houses when you know that the overall outcome will be more houses going up a band than down.
- Plans to 'snoop' on you to see if you have tried to improve your living circumstances by adding a swimming pool or extension then again re-grade your house up a level.
- Plans to increase the level of council tax if you live in a location with a nice view!

Who knows what the real truth behind any of these rumours is, but it just serves to annoy people more and more.

What are the alternatives though? Filling out petitions and complaining will not get us anywhere unless there are financially viable alternatives of collecting the revenue.

How much is raised by council tax?

In 2006-2007 the projected income from council tax is £22 billion up from £21 billion in 2005-2006. Sounds like a lot of money, how does it compare to the rest of the treasury income?

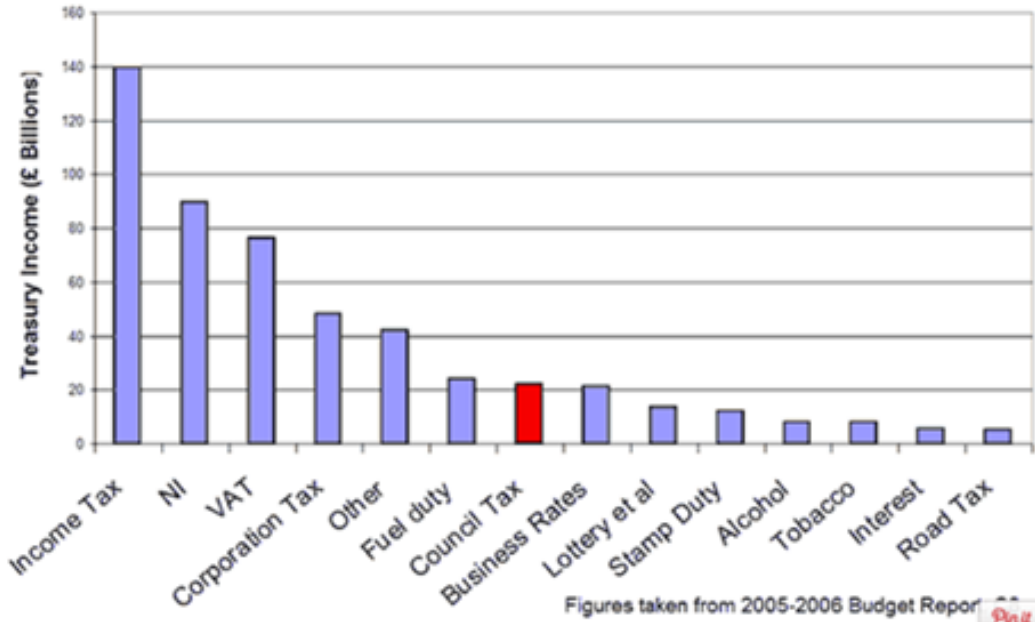


3 Easy Steps:

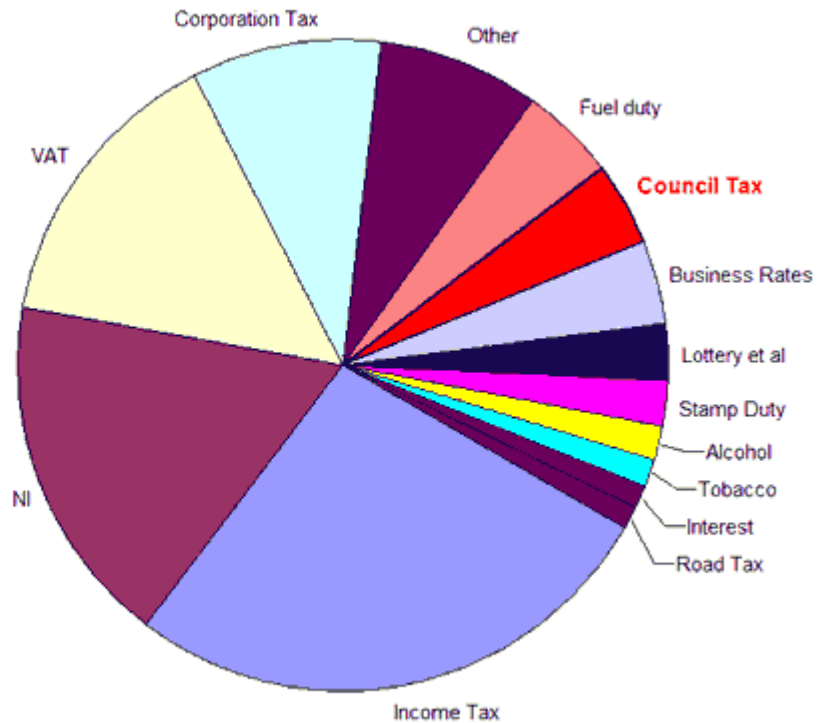
- 1) **Click** 'Start Now'
- 2) **Download** on our website!
- 3) **Get** Free Forms

Free Forms Now

No sqn given



So whilst it seems a lot of money to you and me as part of the overall treasury income it is about 4%.



Figures taken from 2005-2006 Budget Report: C8



But, where would the money come from?

There seem to be a few options:

Regressive Taxation

If everyone had to pay a fixed amount of £5000 on their income that would be a regressive tax. Why, well if you earned £10000 per year you would be paying 50% of your income as tax and if you earned £50000 per year the rate would be 20%. So the more money you earn the less percentage taxation you pay. Obviously this isn't fair for lower income earners.

Council tax is seen by many as a regressive tax.

Progressive Tax

Here you are taxed different rates which get higher the more you earn. For example if you earned £10000 per year and paid 20% tax you would pay £2000. In a progressive tax system there would be a change in tax rate at a certain level of income, say £32000. Therefore you pay 20% on the first £32000 and then 40% on the last £18000 of an overall £50000 income totalling £13600 tax.

Proportional / Flat rate tax

Here everyone pays say 20% so in the above examples the lower income earner would pay £2000 and the higher income earner £10000.

Why are these important, well governments recognize that one section of society cannot take the whole burden of the tax system. Obviously making the lower income earners even poorer is no good (so no regressive tax), but neither is over taxing the higher income earners as it doesn't encourage enterprise (so not too much of a progressive tax). The general opinion is to have something that is progressive but not too much.

Local Income Tax

The plan would be to get rid of the council tax and replace it with a rate of local income tax that was determined by the local authority (presumably with some limitations or capping structure in place). This income tax would be collected via the same methods as NI and income tax and so would be reasonably efficient.

The Liberal Democrats (LibDems) like this as an alternative to the council tax and it is outlined in their [Tax Commission Report](#). According to the report it would be combined with allowing local authorities the power to set and collect their own business rates. This was previously stopped due to authorities raising business rates and lowering domestic rates as businesses generally cant vote!

The LibDems have concerns about dropping council tax as it has a few nice points (at least for a government)

- It can act to slow down sudden increases in the housing market and may overall make it less volatile.
- It's difficult to evade even for the very rich, which is becoming more of an issue for governments.

To replace the income from council tax the level of local income tax would need to be around 4.0-4.5%, but would be settable by the local authority.

They estimate that removing the bureaucracy of council tax would save £300 million pounds per year.

Raise Other Taxes

One of the champions of this idea and is the Isitfair campaign. It has put pen to paper and is actively seeking to open dialogue with the policy makers to try and find alternates to the council tax, which it believes as unfair - hence the name.

They see council tax a regressive tax as isn't strongly linked to the amount of money you earn and wish to change this without altering the whole progressiveness of the tax system.



They have looked at a few options for raising more tax, that would effect people on an ability to pay rather than an happenstance circumstances.

They identify income tax and VAT as the main areas for tax review. Income tax is a progressive taxes which is good and VAT is about purchasing power and so to some extent is a matter of choice (except when placed on energy).

They would propose spreading the loss of council tax income to these two other taxes. There are a few options for the actual amounts. One example is (rounded to the nearest whole percentages)

- Basic rate income tax - 24%
- Higher rate income tax - 42%
- VAT - 21%

This would raise around £25 billion or more than enough to cover the loss of council tax and keep the tax system at roughly the same progressive level.

Last resort I wrote to them, via email of course and got a back a bullet point list of what their intentions, I guess that's what you would call them, are with regards to local taxation and I quote from the email

"Conservatives want to see councils freed from the top-down regulations, burdens, red tape, regional diktats, not only to allow local communities to set their own priorities, but also to keep costs and hence taxes down for local people. We are:

- Opposing Labour's agenda to raise council tax further through its plans for a council tax revaluation, re-banding and home improvement tax.
- Pressing the Government to relieve councils of the unfunded burdens, regulations, inspection and red tape that have forced up council tax.
- Arguing for councils to have more freedom and discretion to fund their local priorities - not Whitehall's.
- Calling for power to be given back to local people, and the abolition of the unelected and unwanted regional assemblies."

Well I'm a lot clearer now - power to the people, cut red tape and oppose the government.

Council Tax Conclusions

As a country we require a certain level of overall taxation to run things, directly or indirectly that money mostly comes from us.

Council tax is a regressive tax as it is not wholly linked to the income of the individual or household, but rather the valuation of the property. As such it is seen, rightly in the authors opinion, as unfair.

The overall income from the council tax is around £22 billion and if it were to be capped or scrapped the loss of monies would have to come from elsewhere. The two main option for this appear to be

Replace it a with a local income tax based upon the ability to pay and is hence progressive.

Replace it with changes to the national income tax rate (both lower and higher) and also raise the VAT rate both of these are based upon ability to pay and are progressive.

Overall something needs to be done to quiet the growing discontent on council tax and these alternatives will need to be considered in light of the upcoming Lyon's Review on Council Tax by the government.



APPENDIX 4

BUSINESS RATES
(Retail High Streets in particular)

“The governments just haven’t got it. They need to take some responsibility for the high street’s decline.”

The Entertainer’s chief executive Gary Grant is far from the only prominent figure to blame business rates for the worryingly extensive roster of retailers facing insolvency or administration.

Recently, books retailer Foyle’s largely blamed their £88,791 loss on the rise in business rates, while fresh research from real estate advisory group Altus suggests that business rates rises were a key factor in House of Fraser’s recently announced CVA.

Last year, Argos chief executive John Rogers said it was “it is no surprise the profit warnings tended to be from those companies that predominantly have a high street presence, because they are paying a cost to their business that’s not borne by most of their online competition,” joining MPs from the influential Treasury Select Committee in his criticism.

The list of the tax’s critics is almost as long as the list of retailers large and small who are struggling to make ends meet in the current retail climate.

But just how much of the blame for the high street’s current woes can be pinned on this controversial tax?

“The fundamental issue is persisting with the link between rates liability and property value”

“Unsecured borrowing was the least since November 2012 chiming with the recent drop in consumer confidence and rise in saving intentions,” Altus Group’s head of UK business rates Robert Hayton told the *Retail Gazette*.

“Add to the mix the already lethal cocktail of increased operating costs for the national living wage and apprenticeship levy against a backdrop of rates bills having rose by more than a fifth before the revaluation creates the perfect storm for 2018 being the year of the CVA.



“Business rates are rarely the sole driver for insolvencies but certainly a contributory factor being one of the least negotiable taxes and the hardest to defer.”

Placing the sole blame for a very complex and multifaceted issue on a single piece of legislation is always going to be reductionist, and could cause more problems than it solves.

That said, unlike wider economic burdens that cannot be controlled, such as customers’ exodus away from physical retail or the fall in the value of the pound, business rates stands out as a seemingly unnecessary weight on retailers’ shoulders.

This is largely due to the fact it is based on an outdated framework for retail, failing to account for the lightning-fast, but never unexpected rise of online players.

As Richard Roberts, head of retail at independent legal practice Brabners, points out, traditional retailers are hindered by their reliance on high footfall properties.

“High-street vendors have far less choice about where they locate their stores than ecommerce businesses who enjoy the geographical freedom to base themselves in more remote locations, which benefit from far lower rateable values,” he said.

“The fundamental issue is persisting with the link between rates liability and property value, meaning high-street retailers are punished because they need to have a physical presence in high-footfall, high-value locations.

“Unless the link between property value and business rates is severed, we will see increasing numbers of outlets forced out of urban centres leading to more boarded-up units and high streets with little variety beyond charity shops, £1 retailers and pop-up traders.”

Since the initial rates rise came into effect last year, both the Chancellor Philip Hammond and newly-appointed Home Secretary Sajid Javid have promised change.

The most concrete effort to alleviate pressure was announced in the Autumn Budget last year. Hammond announced that the inflation measure used to calculate the rates would move from the Retail Prices Index (RPI), to the lower Consumer Price Index (CPI).

Though the move was largely welcomed, Roberts described it as “the government re-arranging the deck chairs on the Titanic”.



Hayton added that despite the headline £2.3 billion reprieve the industry would enjoy as a consequence of this change, it is but a drop in the ocean of the overall costs of the tax.

“Even with business rates rises limited for this financial year to last September’s CPI rate of three per cent, that still drove business rates bills from April for 2018/19 up for the embattled retail sector by £226 million,” he said.

With a further 55,000 retail businesses having to deal with yet more rises this year, it’s no stretch of the imagination to assume the current shop vacancies situation will get worse.

Possible solutions

There have been many possible solutions all with difficulties.

It is suggested that a turnover tax is the best solution for businesses, this will then relate to ability to pay.