



Championing People & Place

Ellel Parish Council

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ELLEL PARISH COUNCIL CONSTITUTION AS ADOPTED 15 MAY 2023

Introduction

Local authorities, in partnership with Government, business, the voluntary sector and others, have a vital role to play in improving the quality of citizens' lives, providing vision and leadership for their communities, and delivering high quality services.

The Government White Paper Local Leadership, Local Choice put in place a radical ten-year programme for the reform and modernisation of local government in England which sits at the heart of the Government's plans to modernise Britain.

It set out the Government's plans to put in place the framework for modernisation and, in partnership with local government, actively to motivate and manage the process of change. Equally, it requires action by every local authority, its councillors and employees to find new ways of working which put its people and its communities first. In all they do local authorities need to be, and demonstrate that they are, efficient, transparent and accountable.

This programme of change has been underway since April 2000 following the introduction of the Local Government Act 2000 ("the Act"), which provided new powers for councils to promote the economic, social and environmental well being of their area and placed on them a duty to develop Community Strategies and new ethical framework for local government. Part II of the Act gave the public a real say in how they are governed, and made available to local authorities new constitutions which would deliver identifiable, accountable, corporate leadership for a local authority and the community it served and provide efficient, transparent and accountable decision-making.

The legislation was directed primarily at District and County Councils, but Ellel Parish Council believes that the principles underlying the Act are equally as applicable to the tier of government which is closest to the people.

The main aims of the council's constitution are as follows:

- i) it enables the council to provide clear leadership to the community in partnership with all the stakeholders.
- ii) it provides an important means of enabling citizens and stakeholders to understand how the council makes decisions and who is responsible for them. The constitution sets out the roles of the council and the various committees, and the functions of the officers.
- iii) it sets out how the public can make their voice heard and influence the decision-making process, and how they can raise issues outside formal meetings. The constitution will be

publicised widely and be accessible to anyone interested in finding out how decisions are made and where the responsibility lies.

iv) it should provide a structure for improving the quality of, and providing equal access to, the services offered by the council.

v) it regulates the behaviour of councillors and officers through codes of conduct, financial regulations and standing orders.

In summary, therefore, this constitution sets out the way in which the Parish Council has sought to establish transparent, accountable and efficient decision making, and its ongoing efforts to involve the residents ever-more closely in the democratic process.

If you want to speak to the council to find out more, or for any other reason, please contact an officer of the council who will be delighted to assist you:

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ELLEL PARISH COUNCIL STANDING ORDERS

1. Meetings

a) Meetings of Ellel Parish Council shall be held as agreed by the Council on the second Monday evening of every month, except for the month of August, at 7.00pm unless otherwise decided by the Council.

2. The Statutory Annual Meeting

- a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the Councillors elected take office and
- b) in a year which is not an election year the Annual Parish Council Meeting shall be held on such day in May as the Council may direct.

3. Chair of the Meeting

The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.

4. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council, this shall be the clerk.

5. Quorum of the Council

a) Three members or one-third of the total membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

b) If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix. For a quorum relating to a Committee or sub-committee see standing order number 41.

6. Voting

- a) Members shall vote by show of hands or, if at least two members so request, by signed ballot.
- b) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.
- c) Subject to d) and e)) below the Chair may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not they gave an original vote.
- d) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provisions which preserve the membership of the Chair and Vice-Chair until the end of their term of office he may not give an original vote in an election for Chair.
- e) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.

7. Order of Business

At each Annual Parish Council Meeting the first business shall be:-

- a) To elect a Chair of the Council
- b) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- c) In the ordinary year of election of the Council to fill any vacancies left unfilled by reason of insufficient nominations at the election.
- d) To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
- e) The term of office of the Chair shall be one year from the date on which the appointment is notified.
- f) To elect a Vice-Chair of the Council.
- g) To appoint representatives to outside bodies if applicable.

and shall thereafter follow the order set out in the Standing Order 7.ii

7.i At every meeting other than the Annual Parish Council Meeting the first business shall be to appoint a Chair if the Chair and Vice-Chair be absent and to receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.

7.ii. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground 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 person presiding as a correct record.
- c) To deal with business expressly required by statute to be done – apologies, declarations of interests.
- d) Public Participation
- e) To dispose of business, if any, remaining from the last meeting.
- f) To consider any planning applications
- g) Expenditure to be authorised by the proposal and seconding of the expenditure declared.
- h) To deal with other items on the agenda and consider any reports from officers of the Council

8. Urgent Business

A motion to vary the order of business on the ground of urgency may be proposed by the Chairman or any member and, if proposed by the Chair, may be put to the vote without being seconded, and shall be put to the vote without discussion.

9. Resolutions Moved On Notice

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 Clerk.

- 9.i. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation.
- 9.ii. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 9.ii. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

10. Resolutions Moved Without Notice

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

- a) To appoint a Chair of the meeting
- b) To correct or approve the Minutes.
- c) To alter the order of business.
- d) To proceed to the next business.
- e) To close or adjourn the debate or adjourn the meeting
- f) To refer a matter to a committee.
- g) To appoint a committee or any members thereof.
- h) To adopt a report.
- i) To authorise the sealing of documents.
- j) To amend a motion.
- k) To give leave to withdraw a resolution or amendment.
- l) To extend the time limit for speeches.
- m) To exclude the press and public. (see Order 32 below)
- n) To silence or eject from the meeting a member named for misconduct. (see order 32.v below)
- o) To give the consent of the Council where such consent is required by these Standing Orders.
- p) To suspend any Standing Order. (see Order 38 below)

11. Rules of Debate

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

11.i. All members may speak on any item placed on the agenda but shall direct the speech to the question under discussion or to a personal explanation or to a question of order.

11.ii A resolution or amendment shall not be discussed unless it has been proposed and seconded.

11.iii An amendment shall be either:-

- f) To leave out words.
- g) To leave out words and insert others
- h) To insert or add words.

11.iv An amendment shall not have the effect of negating the resolution before the Council.

11.v If an amendment be carried, the resolution, as amended, shall take the place of the original resolution unless the amendment fails and then the original resolution will be voted upon unless a further amendment is proposed.

11.vi A motion or amendment may be withdrawn by the proposer with the consent of the Council after which no member may speak upon it.

11.vii When a resolution is under debate no other resolution shall be moved except the following:-

- a) To amend the resolution.
- b) To proceed to the next business.
- c) To adjourn the debate or meeting.
- d) That the question be now put.
- e) That a member named be not further heard.
- f) That a member named leave the meeting.
- g) To exclude the public and press

11.viii The ruling on a point of order shall not be discussed.

11.ix Members shall address the Chair and if more than one member wishes to speak the Chair shall decide who shall speak.

11.x When the Chair wishes to speak during a debate, all other members shall remain silent

11.xi The Chair shall manage any debate treating every member equally and shall be the one to bring any debate to an end, ensuring before the question is put, that in his opinion the topic has been sufficiently debated.

12. Disorderly Conduct

- a) All members must observe the Code of Conduct which was adopted by the council -a copy of which is annexed to these Standing Orders.
- b) 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 Council into disrepute.
- c) If, in the opinion of the Chair, a member has broken the provisions of paragraph (b) of this Order, the Chair 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. If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board (England) or the Local Commissioner (Wales).
- d) If either of the motions mentioned in paragraph c is disobeyed, the Chair may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

13. Right of 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.

14. Alteration of Resolution

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

15. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 3 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.
- b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

16. Voting On Appointments

Where more than two persons have been nominated for any position to be filled by the Council 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 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.

17. Discussions and Resolutions Affecting Employees of the Council

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 has decided whether or not the press and public shall be excluded and the item is discussed as a confidential item.

18. Resolutions on Expenditure

Any resolution if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of the Council or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council

19. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and proposed and seconded by two members.

20. Sealing of Documents

- a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

21. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary:

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
 - b) May appoint persons other than members of the Council to any Committee; and
 - c) May subject to the provisions of Standing Order 29 above at any time dissolve or alter the membership of committee.
- 21.i.** The Chair and Vice-Chair, ex-officio, shall be voting members of every committee.
- 21.ii** Every committee shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice-Chair who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

22. Special Meeting

The Chair of a committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the 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.

23. Sub-Committees

Every committee may appoint sub-committees for purposes to be specified by the committee. Agendas and minutes of any sub-committee must be produced.

- 23.i** The Chair and Vice-Chair of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- 23.ii.** 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 or sub-committee shall be one-half of its members.
- 23.iii** The Standing Orders on rules of debate and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

24. Advisory Committees (working parties)

- 1) The Council may create advisory committees, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council
- 4) An advisory committee may consist wholly of persons who are not members of the Council.
- 5) No minutes or agenda required.

25. Voting in Committees

1. Members of committees and sub-committees entitled to vote, shall vote by show of hands, or, if at least two members so request, by signed ballot.
2. Chairs of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.
3. A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

26. Accounts and Financial Statement

1. Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
2. 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. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chair or Vice-Chair of the Council.
3. All payments ratified under sub-paragraph (2) of this Standing Order shall be separately included in the next schedule of payments before the Council.

26.i The Clerk shall supply to each member as soon as practicable after 31 March in each year a statement of the receipts and payments of the Council for the completed financial year. The Statement of Accounts of the Council (which is subject to external audit) shall be presented to Council for formal approval as soon as is practicable ensuring that audit deadlines are met.

27. Estimates / Precepts

- 1) The council shall approve written estimates for the coming financial year at its meeting in January.
- 2) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year no later than end of December.

28. Interests (ENGLAND)

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 15th May 2023 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

28.i If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

28.ii. The Clerk may be required to compile and hold a register of member's interests in accordance with agreement reached with the Monitoring Officer of the Responsible Authority and/or as required by statute.

28.iii. 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 Clerk. A candidate who fails so to do 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 disclosure.

29. Canvassing of and Recommendations By Members

- 1) Canvassing of members of the Council or of 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 sub-paragraph of this Standing Order to every candidate.
- 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

30. Inspection of Documents

A member may for the purpose of his duty as such, 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. All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

31. Unauthorised Activities

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

32. Admission of The Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions: -

“That in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw”

32.i The Council shall state the special reason for exclusion. And a person may be invited to remain should advice or assistance be needed.

32.ii At all meetings of the Council the Chair may at their discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

32.iii All members of the public are permitted to speak during the open forum part of the meeting in line with the guidelines shown in the Council's Public Participation Procedures.

32.iv The Clerk shall afford to the press reasonable facilities for the taking of their report of any proceedings at which they are entitled to be present. On 6 August 2014, the 1960 Act was amended by the Openness of Local Government Bodies Regulations 2014 (“the 2014 Regulations”). The amended 1960 Act provides that a person may not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:

- a) film, photograph or make an audio recording of a meeting;
- b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
- c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

32.v If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

33. Confidential Business

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 the sub-committee as the case may be.

Any member in breach of this provision shall be removed from any committee or sub-committee of the Council by the Council.

The press and public may be excluded from a meeting if confidential business is to be discussed. The Chairman may decide to move the confidential item to be discussed at the end of the agenda.

34. Liaison with County and District Councillors

If the Council requires, a summons and Agenda for a meeting shall be sent, together with an invitation to attend, to the County, District Councillor for the appropriate division or ward.

35. Planning Applications

1) The Clerk shall, as soon as it is received, enter on a spreadsheet the following particulars of every planning application notified to the Council: -

- a) the date on which it was received
- b) the name of the applicant
- c) the place to which it relates;

2) The Clerk shall refer every planning application to the meeting following the receipt of an application (if time allows). Should there be an issue with the date by which observations need to be received by the City Council, then the Clerk will ask the City Council for an extension to the deadline and should the extended deadline not be permitted, the Clerk may use the delegated authority to make a decision on a planning application after consultation with at least two local Councillors.

3)

36. Financial Matters

The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer and shall review the regulations at least once every 2 years.

1) Such Regulations shall include detailed arrangements for the following:

- a) the accounting records and systems of internal control;
- b) the assessment and management of risks faced by the Council;
- c) the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
- d) the financial reporting requirements of members and local electors and
- e) procurement policies including the setting of values for different procedures

- 2) Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £3000 shall be procured on the basis of a formal tender as summarised.

37. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board (England) or Commission (Wales) for consideration.

38. Any or every part of the Standing Orders may be suspended by resolution.

A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

39. Standing Orders to be Given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

40. Delegation

The Council shall delegate to the clerk the authority to make routine decisions on its behalf as and when required including routine planning decisions subject to those planning decisions being taken only after consultation with two members who should be chosen on a random basis.

The Council shall delegate to the clerk the authority to allocate routine work to the village contractor as and when required. The Clerk will consult with two members (chosen on a random basis) if guidance required and additional spend is anticipated.

ELLEL PARISH COUNCIL CODE OF CONDUCT

Important information

1. The code of conduct adopted by a parish council in satisfying its duties in s.51 of the Local Government Act 2000 ceased to have effect on 1 July 2012 (paragraph 56 of schedule 4 of the 2011 Act).
2. An undertaking to comply with a code of conduct given by a person under s.52 of the Local Government Act 2000 or as part of a declaration of acceptance of office in a form prescribed by order under s.83 of the Local Government Act 1972 ceases to have effect when the parish council's existing code ceased to have effect on 1 July 2012 (paragraph 56 of schedule 4 of the 2011 Act).
3. The Localism Act 2011 (Commencement No.6 and Transitional, Savings and Transitional Provisions) Order 2012 ('the 2012 Regulations'), brought into force on 7 June 2012, confirms :-
 - a parish council must, pursuant to s.27 of the 2011 Act, adopt a new code of conduct which complies with the provisions of s. 28 of the 2011 Act to take effect on or after 1 July 2012.
 - the district/ unitary authority's Monitoring Officer must prepare a register of interests for members of parish councils in the principal authority's area to take effect on or after 1 July 2012.

4. The 2012 Regulations also confirm that on 1 July, a member of a parish council is at risk of prosecution for committing criminal offences in s.34 of the 2011 Act if:-

- he/she, without a dispensation, participates or votes on a matter being considered at a meeting in which he/she has a 'disclosable pecuniary interest' (s.31(4) of the 2011 Act) or
- written notification of such disclosable pecuniary interest has not already been given to the Monitoring Officer, and the member does not disclose the disclosable pecuniary interest to the meeting and does not provide written notification of the interest to the Monitoring Officer within 28 days of the meeting (ss.31(2) and (3) of the 2011 Act) or
- he/she knowingly or recklessly provides false or misleading information about the above (s.34(2) of the 2011 Act)

Introduction

Pursuant to section 27 of the Localism Act 2011, X [Parish/Town/Village/ Community/Neighbourhood] Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.

7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.

8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.

9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below;

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partner which is within the area of the Council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licences	Any licence (alone or jointly with others) held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest held by the member or by his/her spouse or civil partner or by the person with whom the member is living as if they were spouses/civil partners in securities* of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;

- (b) directed to charitable purposes; or
- (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;

- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

As adopted 15th May 2023.

Chair of the Council

Signed; Date

Clerk to the Council

Signed Date