

STANDING ORDERS

**Woodley Town
Council**

VERSION CONTROL

| VERSION NUMBER | CHANGES | DATE APPROVED | AUTHOR |
|----------------|--|---------------------------------|-----------------|
| V0.0 | Motion and amendments text separated | | |
| V0.0 | Protocol for attending meetings added | 11 th February 2014 | |
| V0.0 | New version published | June 2016 | |
| V1.0 | Initial rewrite DRAFT | | Clr Keith Baker |
| V1.1 | Cross reference between previous Standing Orders and these Standing Orders | 25 th August 2021 | Clr Keith Baker |
| V2.0 | Officer modifications incorporated | 12 th September 2021 | Clr Keith Baker |
| V2.1 | New section on recording meetings added | 13 th September 2021 | Clr Keith Baker |
| V2.2 | Recording & publishing attendance | 5 th October 2021 | Clr Keith Baker |
| V2.3 | Various resulting from SO and Financial Regulations Working Party | 6 th December 2021 | Clr Keith Baker |
| V2.4 | Various resulting from SO and Financial Regulations Working Party | 15 th December 2021 | Clr Keith Baker |
| V2.5 | Absence of Town Clerk / Proper Officer; confidential appendix from full council | 15 th December 2021 | Clr Keith Baker |
| V2.6 | Hybrid meetings added from full council | 23 rd December 2021 | Clr Keith Baker |
| V3.0 | Approved by Full Council (8 Feb 2022) – corrected typographical / formatting / reference errors; added Town Centre Partnership terms of reference | 10 th February 2022 | Matthew Filmore |
| V4.0 | NEW Section 15 “Committees – Recommendations” added. All subsequent sections renumbered. | 9 th July 2022 | Clr Keith Baker |
| V4.1 | DRAFT - 24 proposed amendments added to clarify ambiguities etc. Removal of Catering Partnership. | 19 th July 2022 | Clr Keith Baker |
| V4.2 | DRAFT - Removal of 3 proposed amendments following S&R consideration (27/09/22) – Approved by FC on 11/10/22 | 11 th October 2022 | Matthew Filmore |
| V4.3 | Amendments approved by Full Council (6/12/22). Terms of Refs updated following changes | 6 th December 2022 | Matthew Filmore |
| V4.4 | Amendments to Terms of Refs - FC determined changes to committee numbers (28/2/23) | 1 st March 2023 | Matthew Filmore |
| V4.4.1 | Amendments to Terms of Refs - FC determined changes to committee numbers (16/5/23) | 18 th May 2023 | Matthew Filmore |
| V4.4.2 | Updated SO 11.3.1 e – 8pm changed to 6pm – to comply with Local Government Act 1972 | 8 th June 2023 | Matthew Filmore |
| V4.5 | Climate Emergency & Cycling in Woodley SCs disbanded (SR & PC June 2023) Annual Town Meeting SC setup (FC June 2023) Amendments approved at FC (5/12/23) | 5 th December 2023 | Matthew Filmore |
| V4.6 | Updated SO 2.2.d, 16.9 App A i), 13.2 d) 9.5 c) – Approved at FC (7/5/24) | 7 th May 2024 | Matthew Filmore |

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STANDING ORDERS

1. STANDING ORDERS

- a. The Town Clerk shall provide a copy of the Council's standing orders to a Councillor upon delivery of their declaration of acceptance of office.
- b. A Councillor's failure to observe standing orders more than 3 times in one meeting may result in their being excluded from the meeting in accordance with Standing Orders.
- c. Any reference to Chairman throughout this document includes the Mayor (or Deputy Mayor if standing in for the Mayor) when operating as the Chairman of the Annual Council and Full Council meetings.
- d. Unless specified otherwise, any reference to Councillor means a Town Councillor only.
- e. Only Councillors can approve any Standing Order to be suspended or changed.

1.1. STATUTORY REQUIREMENTS

- a. Standing orders in **bold type** are statutory requirements and cannot be substantively amended unless the relevant legislation changes to allow it.

1.2. CHANGES TO STANDING ORDERS

- a. Only standing orders which do NOT include statutory requirements can be proposed for changes including addition, variation or revocation.
- b. Material changes to the Standing Orders, taken to mean any change which alters the manner in which Standing Orders are applied, can only be approved at Full Council and will be debated as a Special Motion with written notice (see **16.4**).
- c. The Standing Orders and Financial Regulations Sub-Committee can also recommend changes. These will be presented to the Parent Committee, the Strategy & Resources Committee, for debate and, if approved, a recommendation from the Strategy & Resources Committee will then be presented to Full Council. In this case it will be dealt with as an Agenda item and not a Motion.
- d. Non-material changes to Standing Orders may be made at any time by Officers where the change does not alter the application of Standing Orders. These are limited to the following:
 - i. Formatting changes
 - ii. Spelling corrections
 - iii. Reference changes
 - iv. Changes required by law
 - v. Updates to terminology or job titles which have been approved through other means
 - vi. Changes to the Frequently Asked Questions, **Appendix F**
 - vii. Changes to Terms of Reference / Powers and duties, including in **Appendix H**, which have been approved by the relevant Parent Committee (see **8.6.c**)
 - viii. Adding Terms of Reference / Powers and Duties, where a new committee is set up by a Parent Committee
 - ix. Removing Terms of Reference / Powers and Duties where a committee has been disbanded by the relevant Parent Committee

1.3. SUSPENSION OF STANDING ORDERS

- a. *During any Meeting, regardless of the type of meeting (see 6.1.b), two Councillors (Proposer and Seconder) can, for a particular agenda item only, propose the suspension of a particular Standing Order which is not statutory.* They need to identify exactly which standing order they wish to suspend and why.
- b. More than one proposal for a Standing Order to be suspended can be made per agenda item.
- c. Following debate and if a proposal is successful the suspension will be lifted on the conclusion of that particular agenda item.

1.4. APPLICATION OF STANDING ORDERS

- a. The decision of the Chairman of a meeting as to the application of Standing Orders at that meeting shall be final with no discussion or debate.

1.5. REVIEW OF STANDING ORDERS

- a. A full review of the Standing Orders by the Standing Orders & Financial Regulations Sub-Committee should occur within twelve months of the first Annual Meeting after Town Council elections. This Sub-Committee will be obliged to report on its review to its Parent Committee who will debate any recommendations and where appropriate make recommendations to Full Council.

POLITICAL BALANCE

2. POLITICAL BALANCE

2.1. GROUPS

- a. Woodley Town Council is composed of Councillors who have declared their allegiance with a political party registered with the Election Commission, or who have stated that they are independent of a political party.
- b. When a group of two or more Councillors have informed the Proper Officer (see **3.6.1.h**) that they have formed a group then they are entitled to participate in the allocation of places on all Committees, regardless of type, with the exception of the Urgency Committee (see **6.7**) which has a specified set of members.
- c. Any Councillor who is not part of a group is not entitled to a place on any committee, regardless of type (see **6.1.b**), other than on an Outside Body.

2.2. ALLOCATION OF PLACES ON ALL FORMS OF COMMITTEES

- a. The allocation of places between groups to any committee, regardless of type (see **6.1.b**), unless the terms of reference say otherwise, will be calculated on the percentage of each groups share of the total number of council places that are filled. Normal mathematical rounding will be used, a fraction under 0.5 will be rounded down to 0, if 0.5 or greater it will be rounded up to 1.
- b. In the event that the addition of the normalised (i.e. 0 or 1) count is not equal to the total number of allocated places, the number of allocated places need to change until this no longer happens. This change can be either up or down and will need to be approved at the relevant Parent Meeting.
- c. This allocation process always occurs at the Annual Meeting but can occur at a meeting of a Parent Committee.
- d. If the political balance changes during the municipal year resulting in existing allocations no longer being proportional in line with **2.2.a** new allocations will be needed. These new allocations will need to be approved at the relevant Parent Meeting. Where this is caused by a Councillor disqualification, as defined in the Local Government Act 1972, affected committees will be permitted to continue to operate with members allocated based on the prior political balance until such point as the by-election / co-option process has taken place, at which point political balance will be re-assessed and appropriate changes made.
- e. Each group allocation belongs to that party and as such the Councillors appointed only need to be noted at the meeting where they are nominated. Any part of a group's allocation cannot be transferred to another group or individual.
- f. Every group should submit to the Town Clerk, their list of nominations at least three clear days before the meeting where they will be nominated. In exceptional circumstances only nominations will be accepted at the meeting.

2.3. ALLOCATION OF PLACES ON OUTSIDE BODIES

- a. The allocation of places on all Outside Bodies will not use the political balance to fill them. It will be on the basis of a majority vote at the Annual Meeting of the Full Council if there are more than one nomination. If only one nomination is received then that Councillor will be appointed.
- b. Any vacancy on Outside Bodies will be filled in the same way at the next Full Council.

COMMITTEES – GENERAL

3. GENERAL

3.1. SCOPE

- a. The following Standing Orders are applicable for all Committees, regardless of type (see **6.1.b**).
- b. Throughout these Standing Orders any reference to the Chairman or Deputy Chairman will also mean a reference to the Mayor or Deputy Mayor respectively.

3.2. SPEAKING AT MEETINGS

- a. No Councillor can speak without the Chairman inviting them to do so.
- b. A Councillor wishing to speak, regardless of the reason why, shall raise their hand or using some alternative method previously agreed with the Chairman, until the Chairman acknowledges this at which time they can lower their hand or stop the alternative.
- c. Following such an acknowledgement the Chairman will invite the Councillor to speak at the appropriate time. If more than one Councillor wishes to speak the Chairman will decide on the order of the speakers.
- d. At Full Council, including Annual and Extraordinary Full Council, meetings only, with the exception of any Councillor who has a disability or is likely to suffer discomfort, any Councillor should stand when speaking. The Chairman, at their discretion, may at any time permit a Councillor to be seated when speaking.

3.3. CLEAR DAYS

- a. *When calculating clear days for notice of any meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning shall NOT count towards that number.*

3.4. LOCATION

- a. *Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.*

3.5. PERSONAL INFORMATION

- a. Access to personal information held by the Council shall be limited to that information which is necessary for a decision to be made on a specific matter.
- b. Access to such information, as defined in **3.5.a**, is strictly limited to Councillors responsible for making such decisions.
- c. Such information, as defined in **3.5.a**, shall not be disclosed by any Councillor to any other person.

3.6. TERMINOLOGY

- a. For the avoidance of doubt the following references should be ONLY interpreted as defined below.

3.6.1. ROLES

- a. Unless specified otherwise in the Terms of Reference all roles specified below will be filled by Town Councillors.
- b. CHAIRMAN is the individual who chairs a meeting.
- c. DEPUTY CHAIRMAN is the individual who chairs any meeting that the Chairman is unable to attend.
- d. MAYOR acts as the CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings.
- e. DEPUTY MAYOR acts as the DEPUTY CHAIRMAN, exclusively, for all meetings of Full Council, including Annual and any Extraordinary meetings. This includes chairing a committee (see **3.6.1.c**).
- f. PROPOSER is a Councillor who proposes a Motion (see **section 16**) or any action during a meeting which requires resolution through a vote of Councillors present.
- g. SECONDER is a Councillor who seconds any Proposer on their action.
- h. The PROPER OFFICER is responsible for a number of duties and responsibilities conferred by statute, regulation or order. The Council's Proper Officer shall be either
 - i. the Town Clerk
 - ii. The Deputy Town Clerk in the absence of the Town Clerk
 - iii. such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence.

The Proper Officer shall fulfil the duties conferred on the Proper Officer by statute, regulation or order.

- i. TOWN CLERK, is the normal Proper Officer unless an alternative is in place (see **3.6.1.h** above). In these Standing Orders, where appropriate, any reference to the Town Clerk automatically implies the Proper Officer.

3.6.2. TYPES OF ACTION

- a. In order to propose any of the following actions the Councillor HAS to be a member of that Committee and present at its meeting.
- b. Throughout any Full Council meeting, regardless of type, any Councillor who is in attendance can propose the following types of actions.
- c. Throughout any Standing Committee meeting, any Councillor who is a member of that Committee and in attendance can propose the following types of actions.
- d. Unless specified otherwise, all the actions below will be resolved by a vote of Councillors present at that meeting (see **section 17**).
- e. MOTION REQUIRING WRITTEN NOTICE is a proposal for that meeting to adopt a particular strategy, policy or view which will be debated. The scope for these is not explicitly defined (see **16.3**).

- f. MOTION NOT REQUIRING WRITTEN NOTICE is a proposal for that meeting to adopt an action which will be debated. These actions are explicitly defined in Standing Order **16.5**.
- g. PROPOSAL is where a Proposer and Seconder put forward any action which is not defined as a Motion, either requiring or not requiring written notice (see **16.3** and **16.5**). Unless specified otherwise, proposals will proceed straight to the vote.
- h. RECOMMENDATION comes from reports on Agendas. They will not need a proposer or seconder or a debate and the author of the recommendations will introduce them. They will have a two-stage process – 1) questions and 2) statements. More details can be found in **section 15**.
- i. NON-STATUTORY QUESTION is a question from an individual Councillor which requires an answer (see **14.1.h**).
- j. STATUTORY QUESTION is one that is defined in the Statutory requirements that Councils have to abide by. In this context question is not a literal question from an individual which requires an answer (see **14.1.h**), but is matters that the Council is asked to consider on the Agenda. In this case each Agenda item is considered to be a Statutory Question. Where appropriate a Statutory Question can lead to a debate and a subsequent resolution by a vote.
- k. RESOLUTION of an Agenda item, regardless of what it is, is where a vote is taken, possibly after a debate. Not every Agenda Item will require a debate or a vote.
- l. Where an Agenda item is to NOTE then that item is for information only and therefore does not need any Resolution.
- m. A Councillor, at any time, may interrupt proceedings by raising a POINT OF ORDER. Any Councillor speaking at that time will stop speaking. A Point of Order may only relate to an alleged breach of these Standing Orders or the Law. That Councillor must indicate the Standing Order or Law and the way in which they consider it has been broken. The Chairman, with advice from the Town Clerk or Deputy Town Clerk, will rule on this matter and their decision will be final.
- n. A Councillor, at any time, may interrupt proceedings by raising a POINT OF PERSONAL EXPLANATION. Any Councillor speaking at that time will stop speaking. A Personal Explanation may only relate to some material part of an earlier speech by the Councillor (and no-one else) which may appear to have been misunderstood in the present debate. The Chairman's decision, with advice from the Town Clerk or Deputy Town Clerk, on the admissibility of a personal explanation will be final.

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COMMITTEES – HYBRID MEETINGS

4. HYBRID MEETINGS

4.1. GENERAL

- a. On 7/12/21 Full Council adopted the use of video conferencing to enable Full Council (of all types) and Standing committee meetings to be held in a ‘hybrid’ fashion. Legislation on this date does not permit local councils to hold meetings entirely virtually for formal decision making. This might change in the future and when it does this section will be amended to reflect any changes.
- b. Full Council (of all types) and Standing Committee meetings will be broadcast live on the Council’s YouTube channel. Anyone who is unable to attend in person may follow the proceedings live, or may watch the recording at any time after the meeting. If any individual wishes to take part in any discussion at a meeting they may also request to participate in the meeting virtually via video conferencing.
- c. Full Council (10/5/22) resolved to hold all future meetings of sub committees, working groups and partnerships entirely virtually where no formal decision making is required.

4.2. VIRTUAL PARTICIPATION

4.2.1. GENERAL

- a. Any Councillor or member of the public or press participating virtually in a hybrid meeting shall still be bound by the Standing Orders unless specific otherwise below.
- b. For a meeting to be quorate the requirements under Standing Order **12.3** shall apply. For Full Council (of all types) and Standing Committee meetings, Councillors participating virtually at a meeting will not be considered as present for this purpose. For meetings of sub committees, working groups and partnerships, virtual participation will be counted as being present.
- c. A meeting of Full Council (of all types) and Standing Committees cannot be chaired by a Councillor who is participating virtually at a meeting. This does not apply to meetings of sub committees, working groups or partnerships.
- d. Any available chat function will not be enabled.

4.2.2. COUNCILLORS

- a. Councillors participating virtually at a meeting are not considered to be in attendance at the meeting either in law or in respect of the 6 month rule on meeting attendance (see **12.1.c**).
- b. Councillors who wish to participate virtually at a meeting of Full Council (of all types) and Standing Committees must submit a request to the Town Clerk or Deputy Town Clerk as soon as possible after notice of the meeting has been issued, and by no later than 4pm on the day of the meeting. A link will then be sent to enable virtual participation.
- c. Councillors participating virtually may speak or take part in a debate in the usual way in line with Standing Orders. To indicate their desire to speak they should raise their ‘electronic’ hand in the video conferencing software or, if they are unable to do so, physically raise their hand.

- d. Councillors participating virtually at a meeting of Full Council (of all types) and Standard Committees are not permitted to vote on, nor propose or second any recommendation or motion. This does not apply to meetings of sub committees, working groups or partnerships.

4.2.3. PUBLIC OR PRESS

- a. Published notices of a meeting shall include information on how the public or press can view the meeting via the Council's YouTube channel and how to obtain a link should they wish to participate virtually.
- b. Members of the public or press will be advised that, by requesting a link to participate virtually at a meeting, they WILL HAVE GIVEN THEIR CONSENT FOR THEIR IMAGE AND AUDIO TO BE FILMED AND BROADCAST on the Council's YouTube channel, and for the recording to be retained in line with the relevant section within this appendix.

4.3. CONFIDENTIAL AGENDA ITEMS

- a. **Appendix A** provides further information on confidential meetings.
- b. Broadcasts will be stopped where a resolution to exclude the press and public has been approved (see **12.2**). Members of the public or press participating virtually will also be stopped from accessing the meeting via the video conferencing software.
- c. Councillors participating virtually will still be able do so during the discussion of any confidential item.
- d. The Chairman shall confirm with the officer operating the system that the broadcast has been stopped and relevant members of the public and press have had their access removed before proceeding with a confidential agenda item.

4.4. RECORDINGS

- a. Broadcast recordings of meetings retained on the Council's YouTube channel shall include a title identifying the committee and the date of the meeting.
- b. Recordings of meetings shall be retained on the Council's server for a period of no less than 6 months.
- c. Broadcast recordings of meetings shall be retained on the Council's YouTube channel indefinitely, subject to any limitations on capacity.
- d. Recordings held on the Council's server will include confidential items.
- e. Broadcast recordings will not include confidential items.
- f. Recordings of meetings will be made available to Councillors on request. All Councillors are reminded they are bound by the requirement not to make public information given in confidence or which they believe, or ought to be aware is of a confidential nature.

4.5. TECHNICAL ISSUES

- a. The equipment used to facilitate hybrid meetings shall be fit for purpose and enable all participants to see and hear the other participants at the meeting.

- b. In the event of a technical failure preventing remote participation or broadcasting, the Chairman shall decide on whether to recess while the problem is addressed, or continue with the business on the agenda.
- c. Where a technical issue prevents the live broadcast of a meeting, a recording of the meeting taken from the video conferencing software (audio or audio and visual) will be uploaded to the Council's YouTube channel at the earliest opportunity.

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COMMITTEES – RECORDING MEETINGS

5. RECORDING AND REPORTING OF A MEETING

5.1. GENERAL

- a. It should be noted that all Full Council (of any type) and Standing Committee meetings will be recorded and stored on the Council's YouTube channel (see 4.4).
- b. The purpose of this standing order is to provide guidance for members of the press, or public, on the taking of photographs and/or the audio/visual recording of any Full Council (of any type) and any Standing Committee meeting which is held in public.
- c. Audio and visual recordings of a meeting of the Council, Committees and other Council bodies by the general public, or the media, is allowed without permission although it would be helpful if notification to do so is given to the Town Clerk in advance of the meeting (see 5.2).
- d. Although there is a statutory right to photograph and record Council meetings the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit community involvement in the proceedings.

5.2. REQUESTS TO RECORD

- a. It would be appreciated if requests to take photographs or to record meetings open to the public, either by members of the public or by the media, were, wherever possible, made to the Clerk for the meeting concerned before the meeting so that the Council can ensure the necessary facilities are in place if needed.
- b. It would be helpful for the request to include the following information:
 - i. which meeting the request refers to
 - ii. the name, organisation (if applicable) and contact details of the person making the request
 - iii. what equipment it is intended will be used (to determine what facilities might be required)
 - iv. what the photographs, or audio/visual recording will be used for and /or where the information is to be published (this is helpful for the Chairman to be able to inform the public)

5.3. NOTIFICATION TO ATTENDEES

- a. The Chairman will make an announcement that the meeting will be photographed and/or recorded or filmed.
- b. Notices will be displayed in the room advising the public that meetings can be recorded legally.

5.4. RULES OF ENGAGEMENT

- a. Any member of the public, or of the media, wishing to photograph or record a meeting is asked to comply with the following points.
 - I. any photography or audio/visual recording takes place from a fixed position in the meeting room approved by the Chairman so as to reduce disruption to the proceedings.

- II. use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceeding agreed in advance with the Chairman.
- III. if the Chairman feels that any photography, audio or visual recording is disrupting the meeting in any way, or any pre-meeting agreement has been breached, then the operator of the equipment will stop.
- IV. if, during the meeting, a motion is passed to exclude the press and public, because confidential or exempt information is likely to be disclosed, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography.
- V. if a meeting is adjourned by the Chairman then the operator of the equipment should stop any recording or photography at the point at which the meeting is adjourned.
- VI. any request made by the Chairman regarding respecting the public's right to privacy is complied with.
- VII. people seated in the public seating area should not be photographed, filmed or recorded without the consent of the individuals concerned. Public notices will confirm that recording may take place and it is for the public to inform the Council, or the person recording, if they object.
- VIII. use must not be made of an image or recording if consent is refused by a member of the public featured in that recording or image.
- IX. photographs, audio, and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.
- X. Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance.

5.5. SOCIAL MEDIA

- a. There are no restrictions on anyone at a Council meeting using Twitter, blogs, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.
- b. If the Chairman feels the use of social media is disrupting the proceedings the Councillor, member of the public or media representative using social media may be required to stop. If use continues the Chairman will ask the person to leave the meeting. If the person refuses to leave then the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

5.6. CONFIDENTIALITY

- a. Any individual should not record any matter that is declared confidential (see **Appendix A**)

COMMITTEES - TYPES

6. TYPES

6.1. GENERAL

- a. Woodley Town Council has adopted to use a committee structure in order to conduct business.
- b. There will be six types of committees, namely
 - i. Full Council
 - ii. Standing Committee
 - iii. Sub-Committee or Joint Sub-Committee
 - iv. Task & Finish Working Group or Joint Task & Finish Working Group
 - v. Partnership
 - vi. Urgency Committee
- c. In using the term 'Chairman' the Council recognises that this role is and will be undertaken by any Councillor, regardless of gender.
- d. Both the Mayor and Chairman share the same duty or powers in relation to the conduct of the meeting they are chairing.
- e. Throughout these Standing Orders any references to committee will apply to all types of committee regardless of type (see **6.1.b**).
- f. A "Parent Committee" is defined as the committee or committees (in the case of joint committees) that created the new Committee, regardless of type (see **6.1.b**).
- g. Only Full Council and Standing Committees can create any Sub-Committees, Task & Finish Working Groups or Partnership
- h. Sub-Committees and Task & Finish Working Groups are the only types of committee that can be set up as joint committees. This is where more than one Standing Committee work together to achieve the same objective.
- i. Any reference to "Full Council Meeting" throughout these Standing Orders will by definition include both the "Annual Council Meeting" and any "Extraordinary Full Council Meeting".
- j. ***The Code of Conduct*** (see **section 20**), ***adopted by the Council shall apply to Councillors in respect of the entire meeting.***
- k. Unless the associated Terms of Reference otherwise specify, any committee regardless of type (see **6.1.b**) EXCEPT Full Council, Standing Committees and Urgency Committee, that has not met for six months is deemed to be no longer be required and will be automatically dissolved.
- l. A Parent Committee can, at any meeting, re-create any committee that was automatically dissolved through the six month rules (see **6.1.k**) through a resolution at the next meeting after the dissolution occurred.

6.2. FULL COUNCIL

- a. The Full Council is the most senior body of the Council and is the primary decision-making body.
- b. Full Council determines the scope and responsibilities of Standing Committees.
- c. The membership of the Full Council comprises all 25 Town Councillors.

6.3. STANDING COMMITTEE

- a. The Council can, at a Full Council Meeting, create a new Standing Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Standing Committee.
- b. Standing Committees will report to Full Council Meetings.
- c. These Committees are structured around specific areas and these Standing Orders sets out their roles and responsibilities through their Terms of Reference (see **Appendix H**).

6.3.1. STANDING COMMITTEE CHANGES

- a. The Council can, at a Full Council Meeting, note any the new membership of any Standing Committee at that meeting.
- b. The Council can, at a Full Council Meeting, dissolve any Standing Committee through a resolution at that meeting.

6.3.2. SIZE

- a. The Council shall agree the size of any Standing Committee through a resolution at either the Annual Meeting or a Full Council Meeting when the political balance has changed (see **2.2.d**).

6.4. SUB-COMMITTEE

- a. A Standing Committee can, at any meeting, create a new Sub-Committee through a resolution at that meeting. This must include the associated Terms of Reference for the new Sub-Committee.
- b. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- c. A Sub-Committee will report to the Parent Committee.
- d. A Joint Sub-Committee will report to all participating Standing Committees.

6.4.1. SUB-COMMITTEE CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Sub-Committee through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Sub-Committee.
- c. Other than a dissolution under **6.1.k**, any changes, including creation, variation and dissolution of a Joint Sub-Committee require ALL participating Parent Committees to individually agree through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Parent Committees.

6.4.2.SIZE

- a. The size of any Sub-Committee can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- b. The size of any Joint Sub-Committee can be changed by ALL the participating Parent Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Parent Committees.

6.5. TASK & FINISH WORKING GROUP

- a. A Standing Committee can, at any meeting, create a new Task & Finish Working Group through a resolution at that meeting. This must include the associated Terms of Reference for the new Task & Finish Working Group.
- b. The difference between a Sub-Committee and a Task & Finish Working Group is that the latter has a defined end to their activities.
- c. Unless specified otherwise, any reference to Task & Finish Working Group will by definition include both Task & Finish Working Group and Joint Task & Finish Working Group.
- d. A Task & Finish Working Group will report to the Parent Committee.
- e. A Joint Task & Finish Working Group will report to all participating Parent Committees.

6.5.1.TASK & FINISH WORKING GROUP CHANGES

- a. Other than a dissolution under **6.1.k**, any changes, including creation and variation for a Joint Task & Finish Working Group require ALL participating Standing Committees to agree through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.
- b. Unless the associated Terms of Reference otherwise specify, the Parent Committee can, at any of their meetings, change the end date of a Task & Finish Working Group through resolution at that meeting.

6.5.2.TASK & FINISH WORKING GROUP DISSOLUTION

- a. When a final report with or without recommendations is delivered to the Parent Committee or all participating Standing Committees then the Task & Finish Working Group is automatically dissolved.
- b. If the end date, as defined in the Terms of Reference, has passed then the Task & Finish Working Group, including Joint Task & Finish Working Groups, is automatically dissolved.
- c. The Parent Committee can dissolve a Task & Finish Group through a resolution at one of its meetings.
- d. In the case of a Joint Task & Finish Working Group ALL participating Standing Committees agree through resolutions at their respective meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.

6.5.3.SIZE

- a. The size of any Task & Finish Working Group can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.
- b. The size of any Joint Task & Finish Working Group can be changed by ALL the participating Standing Committees individual agreeing through a resolution at any of their meetings. For clarity the vote this is NOT the summation of individuals vote across all of those Standing Committees.

6.6. PARTNERSHIPS

- a. A Standing Committee can, at any meeting, create a new Partnership through a resolution at that meeting. This must include the associated Terms of Reference for the new Partnership.
- b. A Partnership is a special type of committee where it involves external organisations as part of the membership alongside Councillors.
- c. A Partnership will report to the Parent Committee.

6.6.1.PARTNERSHIP CHANGES

- a. The Parent Committee can, at any meeting, dissolve any Partnership through a resolution at that meeting.
- b. There are no predetermined dates for dissolution of a Partnership.

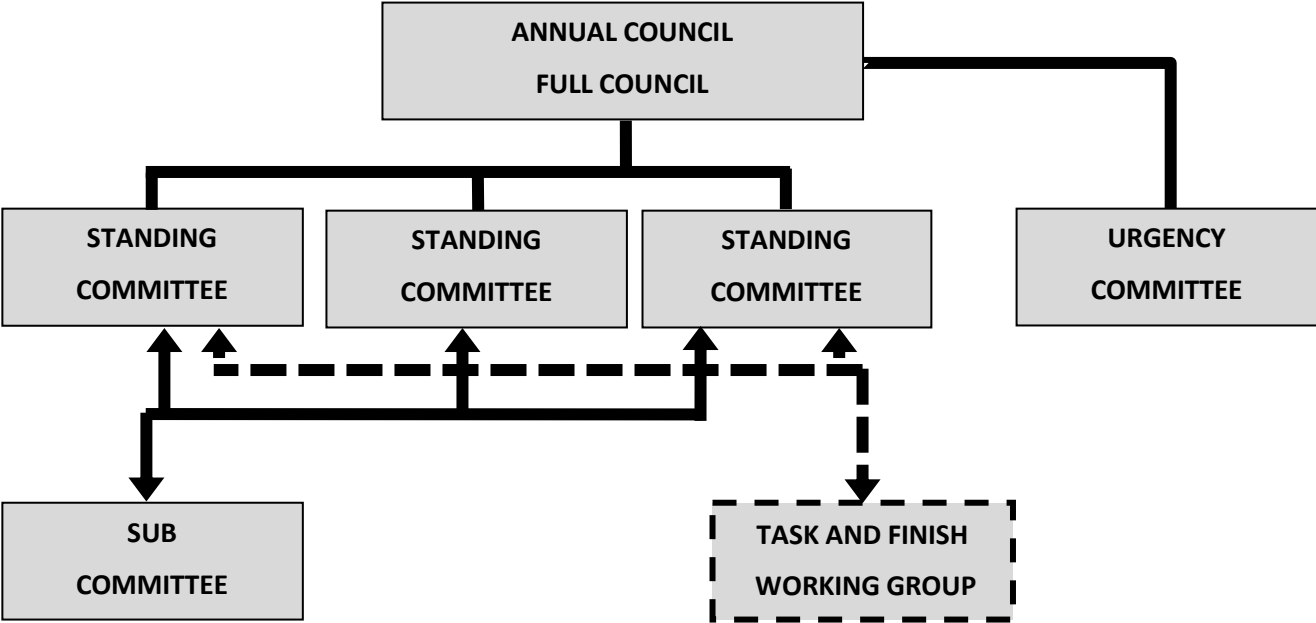
6.6.2.SIZE

- a. The size of any Partnership can, at any of their meetings, be changed by the Parent Committee through a resolution at that meeting.

6.7. URGENCY COMMITTEE

- a. The Urgency Committee is the only Committee to whom the proportionality rules do not apply (see **2.2**).
- b. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.
- c. The membership of this Committee is clearly defined as the Mayor, Chairman of every Standing Committee, The Leader of the Council, the Leader of the largest Opposition Party and Leader of all other Groups as defined in **section 2.1**.
- d. This committee will report to the Full Council.
- e. This committee only meets as and when it is needed. The Town Clerk or Deputy Town Clerk when Town Clerk is unavailable, in conjunction with the Mayor and Leader of the Council, will be the sole arbiters as to when it meets and the purpose of the meeting.
- f. The Council delegates full powers to act in all cases of urgency to this Urgency Committee.
- g. Once the matter being dealt with by the Urgency Committee has been resolved then the Committee ceases to meet.

6.8. HIERARCHY



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COMMITTEES – AUTHORITY

7. AUTHORITY

7.1. GENERAL

- a. Any reference to “Full Council Meetings” will by definition include the “Annual Council Meeting” and “Extraordinary Full Council Meeting”.

7.2. FULL COUNCIL

- a. With the exception of the Urgency Committee, Full Council is the supreme decision maker of the Town Council.
- b. Decisions are made through a resolution at any meeting of the Council.
- c. Some decision making has been delegated to the relevant Standing Committee as defined in the Terms of Reference for that committee (see **Appendix H**).
- d. The Council can receive recommendations from Standing Committees. Decisions on them will be through appropriate resolutions at a Full Council meeting.
- e. At Full Council meeting, additions, variations or dissolution of the delegated authority of any Standing Committee can be made through a resolution at any meeting of the Council.

7.3. STANDING COMMITTEE

- a. Standing Committees have a degree of delegated authority. Decisions within that delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee.
- b. Where a matter is not delegated to the Standing Committee that committee can make recommendations to Full Council who will make the final decision. Such recommendations will be made through a resolution at a meeting of the appropriate Standing Committee.
- c. Standing Committees can receive recommendations from either Sub-Committees or Task and Finish Working Groups (including Joint ones) or Partnerships.
- d. Recommendations received under **7.3.c** which are part of the Standing Committees delegated authority will be made through a resolution at a meeting of the appropriate Standing Committee (see **7.2.a**).
- e. Recommendations received under **7.3.c** which are NOT part of the Standing Committees delegated authority will be agreed through a resolution at a meeting of the Full Council. (see **7.2.b**).

7.4. SUB-COMMITTEE

- a. Unless the associated Terms of Reference otherwise specify, no Sub-Committee or Joint Sub-Committee has any decision-making authority.
- b. Any Sub-Committee can make recommendations to the Parent Committee.
- c. Any Joint Sub-Committee can make recommendations to all participating Standing Committees.

7.5. TASK AND FINISH WORKING GROUP

- a. Unless the associated Terms of Reference otherwise specify, no Task and Finish Working Group or Joint Task and Finish Working Group has any decision-making authority.
- b. Any Task and Finish Working Group can make recommendations to the Parent Committee.
- c. Any Joint Task and Finish Working Group can make recommendations to all participating Standing Committees.

7.6. PARTNERSHIPS

- a. Unless the associated Terms of Reference otherwise specify, no Partnership has any decision-making authority.
- b. Any Partnership can make recommendations to the Parent Committee.

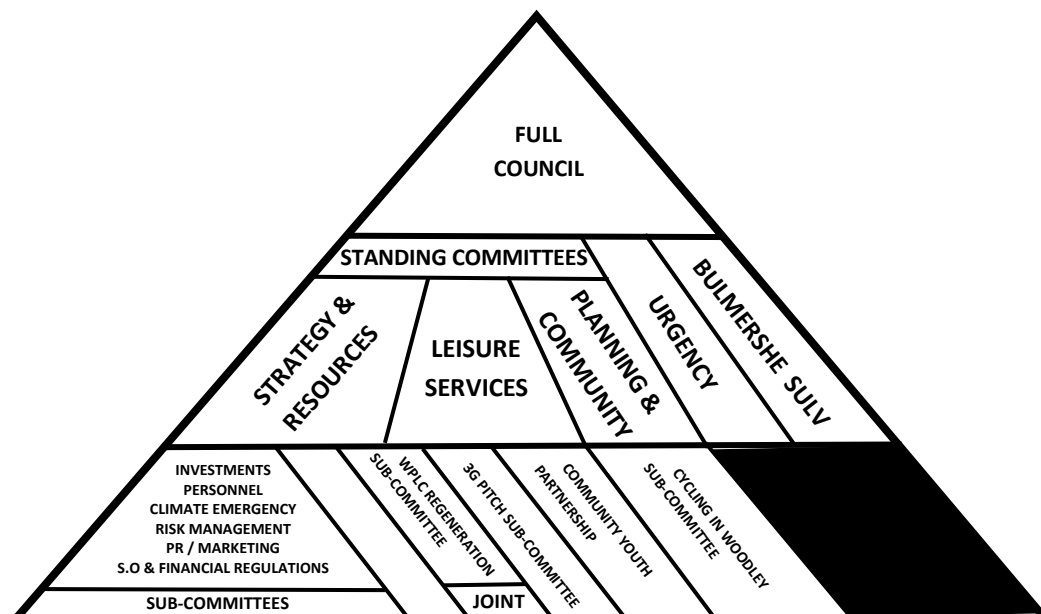
7.7. URGENCY COMMITTEE

- a. The Council delegates full powers to act in all cases of urgency to an Urgency Committee. This includes decision making authority.
- b. The Urgency Committee can make recommendations to any Full Council meeting.

7.8. TOWN CLERK

- a. In extreme urgency and where it is impractical or impossible to obtain proper authority from the Council the Town Clerk is authorised to take such action as necessary to protect the Council, the general public, staff or property.

7.9. HIERARCHY



COMMITTEES – TERMS OF REFERENCE

8. TERMS OF REFERENCE

8.1. GENERAL

- a. Any new Terms of Reference defined by the Parent Committee should be published within 21 clear days of approval and distributed to All Councillors.
- b. Any Terms of Reference amendments should be reflected in a modified version of that Terms of Reference and published within 21 clear days of approval and distributed to all Councillors.
- c. Any Committee, regardless of type (see **6.1.b**), which has been dissolved should have their Terms of Reference removed from all forms of media within 21 clear days of dissolution.
- d. In using the term “Terms of Reference” the Council recognises that this fully encompasses the concept of “Powers and Duties”.

8.2. MANDATORY ITEMS

- a. All Terms of Reference documents will contain some form of version control, containing as a minimum, date of creation, a version number and dates of any amendments.
- b. With the exception of Full Council, all Terms of Reference will identify the Parent Committee or Committees, regardless of type (see **6.1.b**).
- c. All Terms of Reference, where appropriate, will indicate whether the six month rule (see **6.1.k**) will apply, regardless of type (see **6.1.b**).
- d. All Terms of Reference will include the number of places on each committee, regardless of type (see **6.1.b**).
- e. In the case of a Joint Sub-Committee or Task and Finish Working Group all terms of reference will indicate the proportion of places allocated to each participating Standing Committee.
- f. All Task and Finish Working Groups and Joint Task and Finish Working Groups will contain an end date of their activities.

8.3. COUNCIL

- a. The Terms of Reference for the Full Council can only be amended through a resolution at meeting of the Full Council.

8.4. STANDING COMMITTEE

- a. The Terms of Reference for any Standing Committee can only be amended through resolution at meeting of the Full Council.

8.5. SUB-COMMITTEE

- a. Unless specified otherwise, any reference to Sub-Committee will by definition include both Sub-Committee and Joint Sub-Committee.
- b. The Terms of Reference of a Sub-Committee will be restricted to the specific area of the Parent Committee.

- c. The Terms of Reference for a Joint Sub-Committee will be restricted to the combination of specific areas of all participating Standing Committees.
- d. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- e. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.6. TASK AND FINISH WORKING GROUP

- a. The Terms of Reference of a Task and Finish Working Group will be restricted to the specific area of the Parent Committee.
- b. The Terms of Reference for a Joint Task and Finish Working Group will be restricted to the combination of specific areas of all participating Standing Committees.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Sub-Committee through a resolution at that meeting.
- d. The amendment of any Terms of Reference for a Joint Sub-Committee will require all participating Standing Committees to agree through a resolution at their respective meetings.

8.7. PARTNERSHIPS

- a. The Parent Committee must define Terms of Reference for any Partnership approved through a resolution at the same meeting that that Partnership was approved.
- b. The Terms of Reference of a Partnership will be restricted to the specific area of the Parent Committee.
- c. The Parent Committee can, at any meeting, vary any part of the Terms of Reference for any Partnership through a resolution at that meeting.

8.8. URGENCY COMMITTEE

- a. Due to the ad hoc nature of the Urgency Committee, it is the only Committee that does not have any Terms of Reference.

COMMITTEES – MEMBERSHIP

9. MEMBERSHIP

9.1. POLITICAL BALANCE

- a. Unless the associated Terms of Reference specify otherwise, all committees, regardless of type, will use the political balance to define the proportionality of membership allocation (see **2.2**).
- b. Unless the associated Terms of Reference specify otherwise, any committee, regardless of type (see **6.1.b**), which has a membership of both Councillors and external organisations, will use the political balance to define the proportionality of the Councillor membership allocation only (see **2.2**).
- c. If the numerical state of a group changes (see **2.2.d**) for whatever reason resulting in a change in proportionality then it will be necessary to carry out new allocations for any committee that are impacted, regardless of type (see **6.1.b**). These new nominations will be brought to the first available meeting of the respective Parent Committee.
- d. Where there has been a change in proportionality any committee that has been impacted will be suspended until the new nominations have been presented to respective Parent Committee.

9.2. SIZE

- a. Membership of Sub-Committees or Task and Finish working Groups will be smaller than the Parent Committee.
- b. Membership of Joint Sub-Committees or Joint Task and Finish Working Groups will be smaller than the combined size of all participating Standing Committees.

9.3. MEMBERSHIP

- a. The Mayor and Leader of the Council shall be ex-officio members of every Standing Committee without voting rights, unless appointed in their own right as a member of that Committee.

9.4. MEMBERSHIP RESTRICTIONS

- a. Unless the associated Terms of Reference otherwise specify, membership of all committees except Partnerships, is restricted to Councillors only.
- b. Unless the associated Terms of Reference otherwise specify, Councillor membership of any committee, regardless of type (see **6.1.b**), is not restricted to members of the Parent Committee.
- c. Membership of all committees, regardless of type (see **6.1.b**) ceases automatically at the next Annual Meeting of the Council after appointment.
- d. Appointments to Outside Organisations are not restricted to Councillors.

9.5. NOMINATIONS

- a. Nominations for any Committee, regardless of type (see **6.1.b**), will be noted without a vote at the first meeting of the relevant Parent Committee after the Annual Full Council or when the political balance has changed (see **2.2.d**).

- b. Groups can ONLY change any of their Councillors who have been previously nominated at a meeting of the Full Council or the relevant Parent Committee. Any such change needs to be submitted to the Town Clerk at least three clear days before that meeting where they will be nominated and noted.
- c. Any Councillor who has been removed via **9.5.b** cannot be nominated for that specific sub committee, working group or partnership they were removed from until the next municipal year when all places are nominated again (see **9.5.a**).
- d. Nominations for any Sub-Committee or Task and Finish Working Group created by any Standing Committee (see **6.1.g**) during the year will be received and noted at the meeting creating the Sub-Committee or Task and Finish Working Group.
- e. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the meeting where the nominations have been requested.
- f. Where any group is unable or chooses not to fill any of their allocated places this will be recorded in the minutes of the relevant committee, regardless of type (see **6.1.b**), until such time as that vacancy has been filled.

9.6. OUTSIDE BODY APPOINTMENTS

- a. Some outside bodies reserve a place / places on a committee for an appointment of a Woodley Town Council representative. Such appointments will be made at any meeting of the Full Council, including both the Annual and Extraordinary meetings.
- b. These appointments do not adhere to the rules of Political Balance (see **2.3**).
- c. If the number of nominations put forward does not exceed the number available then that person will be appointed without a vote.
- d. If more nominations are received than slots available all Councillors present would be asked to vote for each nominee in turn. When this has been completed the nominee with the most votes will be appointed and removed from the list. The nominee with the next highest votes will then be appointed and removed from the list. This continues until all available slots have been filled.

9.7. PARTNERSHIPS

- a. Partnerships are the only Committees where non Councillors can be members of. The precise details, including voting rights will be defined in the Terms of Reference for any Partnerships.

COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

10. CHAIRMAN AND VICE-CHAIRMAN

10.1. ELECTION

- a. All nominations will require a Proposer and a Secunder.
- b. All Chairman and Vice-Chairman, including the Mayor and Deputy Mayor, will only hold office until the next Annual Meeting.
- c. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- d. Where appropriate, throughout these Standing Orders, where a reference to the Chairman is made then it also refers to the Mayor acting as the Chairman.

10.2. FULL COUNCIL

- a. ***The election of the Chairman of the Council, known as the Town Mayor and Deputy Chairman of the Council, known as the Deputy Town Mayor of the Council shall be the first business completed at the Annual Meeting of the Council.***
- b. The Mayor, on election, automatically becomes the Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- c. The Deputy Mayor, on election, automatically becomes the Vice-Chairman of the Full Council including the Annual Meeting and any Extraordinary Meetings.
- d. ***The Town Mayor, unless they have resigned or becomes disqualified, shall continue in office and preside at the next Annual Meeting until a successor has been elected at that meeting of the Council.***
- e. ***The Deputy Town Mayor of the Council, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Town Mayor at the next Annual Meeting of the Council.***

10.3. STANDING COMMITTEE

- a. **ONLY** members of that Standing Committee are eligible to vote in elections for that committee.
- b. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- c. At the first meeting of a Standing Committee, the members of a Standing Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman for that municipal year.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

10.4. OTHER COMMITTEES

- a. In the absence of a Chairman and Vice Chairman, the Town Clerk or Deputy Town Clerk will, as the first item of business, invite nominations for the election of a Chairman, whether this be appointing a Chairman for the municipal year or a temporary Chairman for the individual meeting.
- b. With the exception of Full Council and Standing Committees, The Chairman and Vice-Chairman of any other committee, regardless of type (see **6.1.b**) will be elected at the first meeting of that committee, before proceeding to any other business.
- c. ONLY members of that Committee are eligible to vote in those elections.
- d. If either of the Chairman or Vice-Chairman resign from their position the Standing Committee shall elect a member of that Committee to fill that vacancy at the start of the next meeting or if this occurs during the meeting before proceeding to any other business.

10.5. AUTHORITY

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

10.5.1. FULL COUNCIL

- a. ***The Town Mayor, if present, shall preside at any Full Council meeting, including the Annual and Extraordinary meetings. If the Town Mayor is absent from that meeting, the Deputy Town Mayor, if present, shall preside.***
- b. ***If both the Town Mayor and the Deputy Town Mayor are absent from that meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.***

10.5.2. OTHER COMMITTEES

- a. The Chairman of any committee, regardless of type (see **6.1.b**), if present, shall preside at that meeting. If the Chairman is absent from that meeting, the Vice-Chairman, if present, shall preside.
- b. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor elected by the Councillors present shall preside at the meeting. This would only be for that particular meeting.

10.6. DEBATES

- a. The Chairman and Vice-Chairman are Councillors in their own right and therefore have the right to full participate in any debate.
- b. The Mayor or Deputy Mayor, when acting as Chairman of the Full Council, will not be expected to participate in any debate during these meetings.

COMMITTEES – FREQUENCY OF MEETINGS

11. FREQUENCY OF MEETINGS

11.1. NOTICE

- a. *All meetings, including Extraordinary ones, require three clear days of public notice.*
- b. *Notice of any meeting, regardless of type (see 6.1.b), will be issued to all Councillors. Such Notices will include an Agenda.*
- c. With the exception of a Full Council Meeting of any type, A Extraordinary Meeting of any committee, regardless of type (see 6.1.b), can be summoned on the requisition in writing to the Town Clerk of no less than one third of the members of that Committee. The summons shall set out the business to be considered at the Extraordinary Meeting and no other business shall be transacted at that meeting.

11.2. MEETING CYCLE

- a. Meetings of Full Council and its associated Standing Committees are arranged around a quarterly cycle.
- b. The one exception is the Planning and Community Services Committee who have multiple meetings during the Meeting Cycle due to the volume of planning applications it needs to review over the year. This especially caters for any deadlines that the local planning authority, Wokingham Borough Council, impose on getting comments submitted.
- c. The scheduled meeting dates of Full Council and its associated Standing Committees are approved through a resolution at a Full Council meeting following a recommendation from the Strategy and Resources Standing Committee.

11.3. FULL COUNCIL

- a. *At least three meetings of the Full Council, excluding the Annual Meeting, have to be held during the fiscal year on such dates and times as the Council may decide.*

11.3.1. ANNUAL MEETING OF FULL COUNCIL

- a. At the beginning of each fiscal year the first meeting of the Full Council is designated as the Annual Meeting. This Annual Meeting has a restricted Agenda and amongst other things, sets up all the different committees which will operate over the coming year.
- b. *In a Town Council election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.* Note newly elected Councillors take office on the fourth day after the date of their election.
- c. *In a year that is not a Town Council election year, the Annual Meeting of the Council shall be held on such a day in May as the Council may decide.*
- d. Any reference to an election year mentioned in 11.3.1.b or 11.3.1.c excludes any town council by-election. If the by-election result alters the political balance then new allocations will be required (see 2.2.d).
- e. *If no other time is fixed, the Annual Meeting of the Council shall take place at 6pm.*

11.3.2. EXTRAORDINARY MEETING OF FULL COUNCIL

- a. *The Mayor may convene an Extraordinary Meeting of the Full Council at any time.*** For the interpretation of standing orders any such Extraordinary meeting will be considered as a meeting of the Full Council.
- b. *Two Councillors can request an Extraordinary meeting of the Full Council at any time. The Town Mayor has 7 consecutive days to call an Extraordinary Meeting from the day the request was received by two Councillors.***
- c. *If the Mayor fails to do this those two Councillors can force one to be held by signing the public notice giving the time, venue and Agenda for such a meeting.***

11.4. OTHER COMMITTEES

- a. Meetings other than the Full Council or Standing Committees will be scheduled on an ad hoc basis and will be convened by the respective Chairman.
- b. For all Task and Finish Working Groups and Joint Task and Finish Working Groups the Chairman or Vice Chairman need to fully consider the end date of their activities as defined in their respective Terms and Conditions when deciding the frequency of meetings.
- c. The Chairman of a Standing Committee or Sub Committee may convene an Extraordinary Meeting of that Committee at any time.
- d. A Special Meeting of a Standing Committee or Sub Committee shall also be summoned on the requisition in writing of not less than a third of the members of that committee to the Proper Officer. The summons shall set out the business to be considered at that Special Meeting and NO other business shall be transacted at that meeting.

11.5. UNFINISHED BUSINESS

- a. If the business of any meeting, regardless of type (see **6.1.b**) is not completed by 10pm the Mayor or Chairman (depending on what type of meeting) shall at that hour invite the Council to determine, without discussion, whether to extend the meeting for an extra 30 minutes through resolution at that meeting.
- b. No meeting will continue beyond 10:30pm. At that time any business currently being discuss will automatically cease. If that business requires a resolution then it will automatically be put to the committee to decide.
- c. If a Council meeting is adjourned before the business is completed the outstanding business shall be transacted at a following meeting.

COMMITTEES – ATTENDANCE

12. ATTENDANCE

12.1. GENERAL

- a. ONLY Meetings of Full Council, including Annual Council, and Standing Committees are open to the public as they are the only ones that makes decisions.
- b. Any Councillor is entitled to attend any committee meeting, regardless of type (see **6.1.b**) unless the Terms and Conditions specify otherwise.
- c. The law dictates that any elected Councillor must attend (regardless of whether they are members of that committee or not) at least one meeting of either the Full Council (of any type) or any Standing Committee during a continuous six month period. Failure to do so can mean forfeiture of their elected status forcing a by-election or a co-option (see **section 20**).
- d. Any Councillor who is likely to be unable to satisfy **12.1.c** above can request, by a resolution at a Full Council meeting, to have a period of absence approved. Such a request will have to include full details of why such an absence is justified.
- e. Due to the potential confidential nature of the Personnel Sub-Committee, attendance is restricted to the members of that Sub-Committee ONLY. Although the recommendations will be reported to its Parent Committee for discussion subject to confidentiality requirements (see **Appendix A**).
- f. ***The Code of Conduct (see section 19) adopted by the Council shall apply for the entire meeting to any Councillor who is present.***
- g. Any Councillor intending to attend any committee meeting which they are not a member must inform the Chairman or the Town Clerk in advance. For practical reasons (seating numbers) it is preferable that this be done before the date of the meeting but it will normally be sufficient for the Chairman and the Town Clerk to be informed on the meeting day and before the meeting commences.
- h. Any Councillor who is not a member of the committee they are attending will not be seated with the Committee Members. This is to avoid any confusion for any member of the public attending as to which Councillors can vote during the meeting.
- i. An invitation to attend a meeting of the Full Council, including Annual and any Extraordinary meetings, shall be sent, together with the Agenda, to Wokingham Borough Councillors representing the borough wards, completely or partially, within the Parish of Woodley.

12.2. EXCLUSION FROM MEETING

- a. ***All Full Council and Standing Committee meetings shall be open to the Public and the Press.*** However, in accordance with the Public Bodies (Admission to Meetings) Act 1960 the public and press may be excluded where ***their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. This exclusion from part or all of a meeting will be through a resolution at that meeting.***
- b. ***In proposing that resolution an explanation of the reasons for the exclusion must be given.***

12.3. QUORUM

- a. ***For all committee meetings, regardless of type (see 6.1.b), one third all members of that committee or three whichever is the greater need to be present to be quorate.***
- b. ***If any committee meeting, regardless of type (see 6.1.b), is or becomes inquorate no business shall be transacted*** and the meeting will be adjourned. Any outstanding business of that meeting so adjourned shall be added to the agenda for its next meeting.

12.4. RECORDING ATTENDANCE

- a. Any member of a Committee, regardless of type (see 6.1.b), who is unable to attend should, as far as is practically possible, notify the Town Clerk or the Committees Officer prior to the meeting that they are unable to attend.
- b. ***The minutes of a meeting shall record the names of all Councillors and others who are members of that committee present.***
- c. The minutes of a meeting shall record the names of all committee members who were unable to attend through a formal agenda item.
- d. The minutes of a meeting shall record the names of all Councillors who attend who are not members of that committee.
- e. The minutes of a meeting shall record all the names of Officers present.
- f. Any errors in recording attendance will be rectified by the Town Clerk prior to the signing of the minutes at the next meeting of that committee.
- g. Each committee will have an accumulated historical record of all Councillors attendance which will be published on the website page related to that committee.

12.5. APOLOGIES

- a. Apologies for absence must be received by the Town Clerk or the Committees Officer, and the reasons for absence at a meeting should be given as far as possible, in advance of the meeting.

12.6. PLANNING AND COMMUNITY COMMITTEE

- a. At the Planning & Community Standing Committee, residents who have an interest in any particular planning application should preferably give prior notice of attending to the Town Clerk.
- b. If this is not possible then the resident, on arrival at the meeting, should give notice of their interest.
- c. Any resident who has lodged their interest can make representations and give evidence in respect of that planning application.
- d. A maximum of 3 minutes is provided for any resident participation on an individual planning application.
- e. Due to time constraints a maximum of 4 residents may participate on an individual planning application.

12.7. CONFIDENTIAL MATTERS

- a. Councillors attending, who are not members of the Committee may remain at the meeting when confidential matters are discussed. All Councillors are bound by the requirement not to disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b. Councillors in breach of **12.7.a** may be removed from a Committee or Sub committee by a resolution of that committee.

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COMMITTEES – AGENDA

13. AGENDA

13.1. MANDATORY ITEMS

- a. With the exception of the Full Council the Agenda for all committees, regardless of type (see **6.1.b**), can be quite flexible.
- b. All Agenda must include:
 - i. Apologies
 - ii. Declaration of Interest
 - iii. Minutes of previous meetings (Full Council & Standing Committees only)
 - iv. Future Agenda Items
 - v. Publicity / Website
- c. ***Any interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, regardless of type (see 6.1.b), shall be recorded in the minutes.*** If in doubt whether an interest qualifies the Councillor is encouraged to consult with the Town Clerk prior to the meeting.
- d. All Agendas for all committees, regardless of type (see **6.1.b**), should be distributed to all Councillors in the most cost-effective way as decided by a resolution by Full Council.
- e. All Agendas for all committees, regardless of type (see **6.1.b**), excluding any Confidential Items, should be posted on the Town Council's website three clear days before the meeting.

13.2. TOWN FORUM

- a. A Town Forum for members of the public to put questions to the Council, through the Mayor, shall be held before each meeting of the Full Council including the Annual and any Extraordinary Meeting. It would start at the beginning of the meeting provided that a quorum of Councillors is present.
- b. The Town Forum shall be limited to 30 minutes.
- c. If there are no or insufficient questions to fill the allotted time, the Council shall commence normal business forthwith.
- d. Town Councillors may exercise their rights contained in 13.2.a. above in common with members of the public during the Town Forum.

13.3. COUNCIL

- a. With the exception of the Annual Meeting, a proposal can be made to vary the order of business as set out in the agenda for a Full Council or Standing Committee meeting, including an Extraordinary meeting. A proposal can be made either by:
 - i. The Chairman OR
 - ii. Two Members of the committee acting as a Proposer and Seconder

In either case the proposer, only, may speak for up to three minutes to explain the reasoning behind the proposal. No other questions or speeches are permitted and, following the proposer's speech, the proposal will proceed straight to a vote, using normal voting rules (see **section 18**).

13.3.1. FULL COUNCIL MEETING

- a. With the exception of the Annual Meeting, every Full Council Meeting, including any Extraordinary Meeting, the first business shall be:
- i. ***To appoint a Chairman if both the Town Mayor and Deputy Town Mayor is absent.***
 - ii. ***To receive such declarations of acceptance of office as required by law to be made, or if not then received, to decide when they shall be received.***
 - iii. To confirm the accuracy of the minutes of the last meeting and approve them. being signed by the presiding Chairman.
 - iv. To receive the minutes of committees and determine any recommendations from the committees.
 - v. ***To deal with business expressly required by statute to be done.***
 - vi. To receive such communications as the Town Mayor may wish to lay before the Council.
 - vii. To receive such communications as the Leader of the Council may wish to lay before Council.
 - viii. To dispose of business, if any, remaining from the last meeting.
 - ix. To receive and consider reports from officers of the Council.
 - x. To authorise the sealing of documents.
 - xi. To consider motions in the order in which they have been notified and notice of which is given in the Agenda.
 - xii. To receive reports from representatives on outside bodies, as appropriate.
 - xiii. Any other business specified in the Agenda.

13.3.2. ANNUAL COUNCIL MEETING

a. ***At each Annual Meeting, the first business shall be:***

- i. ***To elect a Town Mayor for the municipal year.***
- ii. ***To receive the Town Mayor's declaration of acceptance of office or, not then received, to decide when it shall be received.***
- iii. ***In an election year, to receive a report on the membership of Council and declarations of acceptance of office.***
- iv. ***To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.***
- v. To elect a Deputy Town Mayor for the municipal year
- vi. To elect a Leader and Deputy Leader of the Council for the municipal year.

13.4. CONFIDENTIAL AGENDA ITEMS

- a. Some agenda items may be classified as being confidential (see **Appendix A**). This is usually because it contains confidential information in respect of the clients, business and finances of the Council and their dealings, transactions and affairs.
- b. For practical reasons all confidential agenda items should be at the end of the Agenda to minimise any inconvenience for the Public who are in attendance.
- c. Such agenda items will be clearly marked as such and the contents will only have been distributed to Councillors, regardless of whether they are members of the committee that the agenda refers to.
- d. If there are any member of the Public or press present at that meeting then they will need to be excluded before any discussions take part (see **12.2**).

- e. The decision to mark an agenda item as confidential will be at the sole discretion of the Town Clerk and their decision will be final.
- f. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- g. With the exception of any Full Council meeting, a Councillor in breach of the provisions of standing order **13.4.f** above may be removed from any committee through resolution at meeting of the Full Council.

13.5. OTHER COMMITTEES

- a. With the exception of the Full Council in all its variations, other committees will have a mixture of reports from officers to either note or to agree recommendations through a resolution of that committee.
- b. Other reports or presentations may be provided by external organisations which will be to note.

13.6. ADDITIONAL AGENDA ITEMS

- a. Any Councillor can request items for the Agenda for any committee, whatever the type (see **6.1.b**) through two routes:
 - I. At a previous meeting of the committee where the additional item would be included (see **13.1.b.iv**) above.
 - II. Submitting a formal request, in writing, to the Town Clerk and the respective Chairman of the committee where the additional item would be included at least 12 days in advance.
- b. Any decision to include an additional agenda item will be made by the respective Chairman of that committee under advice by the Town Clerk.
- c. The decision will be notified to the Councillor requesting with 24 hours of being made. This will include the reasons for not including it if it has been declined.
- d. This decision, whatever it is, will be final and no correspondence will be entered into after it has been made.

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COMMITTEES – NON STATUTORY QUESTIONS

14. QUESTIONS

14.1. RESTRICTIONS

- a. In the context of this section questions do not include those that are classified as Statutory Questions (see **3.6.2.j**).
- b. Any Councillor, including both the Mayor and Chairman, can ask a question as long as they are members of the committee where the debate is taking place.
- c. All questions need to be on the business contained within the agenda.
- d. Questions should be succinct and to the point.
- e. Councillors should not use the opportunity to ask a question as an opportunity to make a speech.
- f. The Chairman is the final arbiter on whether a question is acceptable.
- g. Anyone asking a question cannot speak for more than two minutes.
- h. Every question shall be put and answered WITHOUT DISCUSSION. There will be no supplementary questions allowed.
- i. Every question needs to be individual in nature. Any question that is clearly a repetition of a previous question already answered will not be accepted.
- j. The Chairman to whom a question is put may decline to answer. In which case the person asking the question will get a written answer within 14 clear days.
- k. A Councillor may request the question and answer be recorded in the minutes.

14.2. RESIDENTS

- a. At the discretion of the Mayor or Chairman of Standing Committees, a resident can be asked to put their question or make representations, answer questions and give evidence in respect of any Agenda item as long as it is not classified as a Confidential Agenda item (see **13.4**).
- b. Resident participation as defined in **14.2.a** can only speak once on that Agenda item and shall not exceed 3 minutes.
- c. Total resident participation on a single Agenda item shall not exceed 15 minutes.

14.3. COUNCILLORS NOT ON A COMMITTEE

- a. At the discretion of the Chairman of any Committee, regardless of type (see **6.1.b**), a Councillor who is not a member of that committee may be asked to put their question, although there is no duty on the chairman to do so.

14.4. OFFICER REPORTS

- a. Any Councillor who is a member of the Committee, whatever type (see **6.1.b**), can ask questions of the officer or their substitute on the content of a report submitted to it (see **15.3**).
- b. At the discretion of the Chairman, Councillors who are members of the Committee can ask multiple questions if time permits (see **15.3**).

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COMMITTEES – RECOMMENDATIONS

15. RECOMMENDATIONS

- a. The following apply, without exception, to any of the following agenda items which have one or more recommendations:
 - i. Recommendations from Committees, regardless of type (see **6.1.b**)
 - ii. Recommendations made by an employee, professional advisor, expert or consultant
 - iii. Recommendations from other sources
- b. Any agenda item that has no recommendations will only require noting.
- c. A maximum period of 30 minutes will be allowed for each report to reviewed unless the Chairman considers more time is required. This includes introduction, questions, statements and possible amendments to the recommendations.
- d. At the expiry of the 30-minute period, or extended period as agreed by the Chairman, or all questions have been asked and all statements made whichever is the lesser period the Chairman will call for a vote on the recommendations either individually or collectively.
- e. Such agenda items will not require a proposer or a seconder.
- f. Councillors who are members of the committee where the debate is taking place, regardless of type (see **6.1.b**), reviewing the recommendations can
 - i. Ask questions for clarification **OR**
 - ii. Make statements giving their views
- g. The Chairman will first ask for any questions from Councillors.
- h. Only after all questions have been asked and answered will the Chairman then move onto any statements.
- i. At the discretion of the Chairman, a Councillor who is not a member of that committee may also be permitted to ask questions and make statements, although there is no duty on the chairman to do so.

15.1 FROM A COMMITTEE

- a. The agenda item will be introduced by the Chairman or Vice Chairman of the Committee making the recommendations or, if neither are available and with the agreement of the Chairman of the Committee considering the recommendations, another member of the Committee making the recommendations.
- b. The expectation will be that the person introducing the item will answer all questions. However, if that is not possible then the question can be referred to the Town Clerk, Deputy Town Clerk or another suitable Officer to answer.

15.2 FROM ANOTHER SOURCE

- a. The author of the report making the recommendations will introduce the item.
- b. If the author is not available then the Town Clerk, Deputy Town Clerk or another suitable Officer will introduce the item.

15.3 QUESTIONS

- a. All questions must adhere to the restrictions detailed in **14.1** without exception. In rare circumstances it may not be possible to provide the answer. In which case the Committee Officer will note the question and arrange for a response to be provided to the whole committee within 14 working days.
- b. At the beginning of the debate the Chairman will ask Councillors to indicate if they have questions. A list will be made and the Chairman will then call the Councillors on that list to ask their question. Note:
 - i. Councillors will only be able to ask one question initially. This is to allow every councillor the opportunity to ask a question.
 - ii. Councillors should not use the opportunity to ask a question as an opportunity to make a speech (see **14.1.e**).
 - iii. Councillors are limited to speaking for 2 minutes when asking a question (see **14.1.g**)
 - iv. Questions will be put and answered WITHOUT DISCUSSION (see **14.1.h**)
 - v. A Councillor may not ask a supplementary question immediately following their question (see **14.1.h**) but can ask an additional question after all Councillors have asked their question.
- d. When that initial list of questions has been exhausted the Chairman will repeat the process until all questions have been asked or the time limit on the agenda item has been reached.
- e. Unless the Chairman agrees otherwise, there will be a maximum limit of 3 questions per councillor to facilitate the participation of all committee members in that agenda item.
- f. Whilst acknowledging that last minute questions will always arise, Councillors are urged to email any questions they may have to the Committee Officer prior to the meeting which will be considering the recommendation. This will enable Officers to ascertain the answers to questions, where they are not known, prior to the meeting. This should enable a more effective debate and also provide the opportunity for greater participation of Councillors. It also allows the Councillor who has emailed that question to ask additional questions at the meeting if needed.
- g. Any questions submitted this way and their associated answers will be provided to all Members of the Committee either at the meeting, or prior to the meeting where this is possible.

15.4. STATEMENTS

- a. After all questions have been asked the Chairman will ask Councillors to indicate if they wish to make a statement. A list will be made and the Chairman will then call the councillors on that list to ask to speak. Note:
 - i. Councillors can only make one statement on the original recommendation
 - ii. Councillors are limited to speaking for 3 minutes when making a statement
 - iii. Speeches must ONLY be on the recommendation under discussion

15.5. ADDING OR AMENDING RECOMMENDATIONS

- a. At any time after ALL questions have been asked and answered, any Councillor who is a Member of the Committee where the recommendation is being considered can propose an amendment to an existing recommendation or a new recommendation.
- b. Such a proposal will need a seconder to be considered.
- c. ONLY the proposer will be given 3 minutes to explain the rationale behind the proposal.
- d. There will be no debate on the proposal and the Chairman will move straight to the vote on it.
- e. The debate will then continue with the amended set of recommendations.

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COMMITTEES – MOTIONS AND PROPOSALS

16. MOTIONS

16.1. GENERAL

- a. Motions are defined in **3.6.2.e** and **3.6.2.f** can only be submitted by Councillors.
- b. All Motions, regardless of type, require both a Proposer and a Seconder to be accepted.
- c. Any reference to a Proposer and Seconder relates to either an Original Motion, an Amendment or Substantive Motion.

16.2. VOTING

- a. With the exception of Special Motions (see **16.4**) all Motions will be decided by a simple majority vote in favour of the Motion of those Councillors present (See **section 18 – Voting**).
- b. Due to the nature of Special Motions (see **16.4**) two thirds of the Councillors present must vote in favour.

16.3. MOTION REQUIRING WRITTEN NOTICE

- a. Any reference to “Motion” within section 16.3 refers to Motions requiring written notice (see **3.6.2.e**) which have been submitted in writing to the Town Clerk.

16.3.1. RESTRICTIONS

- a. Motions are not allowed at the Annual Meeting of Full Council.
- b. Motions can only be moved at Full Council meetings, including any Extraordinary meeting if they are published in the Agenda.
- c. A maximum of two Motions will be allowed at any individual meeting. This excludes Motions without written notice.

16.3.2. NOTICE

- a. All motions to be included in the agenda of a meeting must be submitted in writing (or by email), to the Town Clerk at least 14 clear days before that meeting.

16.3.3. VALIDATION

- a. Any Motion that is similar in nature to any previous Motion which has been debated and voted on regardless of which committee debated it will not be allowed. The Town Clerk will decide on the validity on the text of the motion and their decision is final.
- b. If more than two Motions have been submitted for a particular meeting then any Motion submitted after the first two will automatically be carried over to the next meeting unless the Proposer opts to withdraw the Motion.
- c. If the Town Clerk considers the wording of a Motion submitted above is not clear in meaning, the motion shall be rejected until the Proposer of the Motion resubmits it in writing to the Town Clerk in clear and certain language at least 7 clear days before the meeting.

- d. If the wording or nature of a proposed Motion is considered unlawful or improper, the Town Clerk shall consult with the Chairman of the relevant meeting whether the Motion shall be included or rejected in the Agenda. Having consulted, the decision of the Town Clerk as to whether or not to include the Motion in the Agenda shall be final.
- e. The Town Clerk may, before including an accepted Motion, correct obvious grammatical or typographical errors in the wording of the Motion. The Motion originator will be informed of such changes.
- f. The Town Clerk will confirm receipt to the Proposer of the Motion.
- g. All accepted Motions will be dated and numbered in the order which they are received and shall be entered on the Town Council's web site which is open to public inspection.
- h. Each accepted Motion should contain no more than 300 words.
- i. Motions will be rejected if:
 - i. They are not matters the Council has responsibility for or affect the Town
 - ii. They are not related to the Council's statutory functions, power and lawful obligations
 - iii. They are defamatory, frivolous or offensive
 - iv. They are substantially the same as a Motion considered at the meeting or at a meeting of Council in the last six months.
- j. Every Motion rejected shall be recorded with a note by the Town Clerk giving reasons for its rejection on the web site which shall be open to inspection by all Councillors and the Proposer of the Motion advised.
- k. No Motion, including Special Motions can be-represented to any Committee unless a minimum period of six months have elapsed.

16.3.4. MOTION SET OUT IN AGENDA

- a. Motions for which notice has been given will be listed in the Agenda in the order in which notice was received, unless the Councillor giving notice states, in writing, that they propose to move it at a later meeting or withdraw it.
- b. A Motion included in an Agenda and not moved at the meeting by the Councillor who proposed it, or an approved substitute Councillor (see **16.3.5.a**), will be treated as withdrawn.

16.3.5. PROPOSAL BY ANOTHER MEMBER

- a. Where a Councillor is unable through absence to propose a Motion of which they have given notice, that Motion may be proposed by another Councillor, provided that the Councillor who gave notice of the Motion has confirmed in writing to the Chairman the name of the Councillor to whom the Motion has been delegated.

16.3.6. SCOPE

- a. If a Motion falls within the Terms of Reference of a Committee, regardless of type (see **6.1.b**), or within the delegated powers conferred on an Employee, a referral of the Motion may be made to that Committee or Employee. However, the Chairman may direct it to be dealt with at the present meeting for reasons of urgency or expediency. The Chairman's decision is final.
- b. A Councillor who has proposed a Motion that has been referred to any Committee of which they are not a member, may explain this motion to that Committee but cannot vote. Normal rules on Motions as documented in this section will not apply in these circumstances.

16.4. SPECIAL MOTIONS

- a. Any Special Motion should be by written notice and signed by at least five Councillors (Proposer, Seconder and three others) and submitted to the Town Clerk.
- b. Standing Orders for Notice (**16.3.2**) and Validation (**16.3.3**) equally apply to all Special Motions.

16.4.1. TO RESCIND PREVIOUS RESOLUTIONS

- a. A resolution of the Council shall not be reversed within six months except by a Special Motion (see **16.4.a**) or by a Motion moved in pursuance of the report or recommendation of a Committee.

16.4.2. CHANGING STANDING ORDERS

- a. Subject to the limitations specified in **1.2.a**, any proposed changes should be by a Special Motion (see **16.4.a**) and submitted to the Town Clerk, other than changes recommended by the Strategy & Resources Committee (see **1.2.c**).

16.5. MOTIONS WITHOUT NOTICE

- a. The following Motions may be moved without notice.
 - i. In relation to the accuracy of the Minutes;
 - ii. To appoint a Committee, regardless of type (see **6.1.b**), arising from an item on the summons or notice for the meeting;
 - iii. ***To suspend any standing order except those which are mandatory by law;***
 - iv. To exclude the public and press in accordance with **12.2.a**;
 - v. That a Councillor named be excluded from the meeting under **20.7.2**;
 - vi. To carry out a statutory duty which in the opinion of the Chairman is urgent;
 - vii. That a Motion, Amendment or business of an objectionable nature be not entertained or permitted. The Proposer of this Motion without notice must state the reasons they consider the Motion, Amendment or business to be objectionable. The Chairman will make a ruling on whether to allow the Motion to be put, having regard to any advice by the Town Clerk.

16.6. AMENDMENTS TO MOTIONS REQUIRING WRITTEN NOTICE

- a. This section refers to Motions requiring written notice (see **3.6.2 a**). Amendments may not be made to Motions which do not require written notice (see **16.5 a**).

- b. A Proposer may move amendments to their own Motion. If a motion has already been seconded, then the Amendment shall be with the consent of the Secunder. The Amended Motion will then become the Substantive Motion without any further debate.
- c. A Motion to amend an original or Substantive Motion shall not be considered until the previous Motion has been proposed or seconded.
- d. Any Amendment to a Motion must be relevant to the Original or Substantive Motion and shall not have the effect of negating the Motion under consideration. Any Amendment considered to have this affect will be automatically rejected. This is determined by the Town Clerk and their decision is final.
- e. The number of amendments to an original Motion which may be moved by any individual Councillor, is limited to one.
- f. Amendments must be submitted to the Town Clerk at any time prior to the commencement of the debate in relation to the applicable original or substantive motion.
- g. Before the Secunder speaks the proposed Amendment must have been circulated to all Councillors. The proposed Amendment should be printed and circulated to all those in attendance at the meeting, including members of the public, and a copy sent via email to all Councillors not in attendance at the meeting. The Chairman should then read out the Amendment wording for additional clarity.
- h. Multiple Amendments can be proposed with regards to the applicable original or substantive motion. If this occurs then the Amendments will be taken in the order they were received by the Town Clerk.
- i. In the case of Multiple Amendments once an Amendment has been resolved, regardless of outcome, the next Amendment on the list will commence and be debated. This will continue until all Amendments have been resolved.
- j. An Amendment to a Motion can:
 - i. Omit words;
 - ii. Add words;
 - iii. Refer the matter to an appropriate body or individual for consideration or reconsideration.

Only one Amendment may be debated at any one time. No further Amendment may be moved until the Amendment under discussion has been disposed of.

- k. If an Amendment is carried, the Motion as Amended takes the place of the Original Motion or previously agreed Substantive Motion. This becomes the Substantive Motion to which any further Amendments are moved.
- l. After an Amendment has been carried, the Chairman will read out the Amended Motion before accepting any further Amendments. If there are no further Amendments or the 30minute time limit has been reached the Original Motion debate is recommenced but now using the Substantive Motion instead as the base.

- m. When all Amendments have been completed, the original suspended debate is recommenced at the point after the first Amendment was moved with any new Substantive Motion now being the subject of that debate. If all Amendments failed then the subject of that debate is the Original Motion.

16.7. WITHDRAWAL

16.7.1. WITHDRAWAL OF AN AMENDMENT

- a. At any time during the debate the Proposer can withdraw an Amendment subject to the consent of the Secunder. If the Secunder refuses then the Proposer can request the Councillors present to vote, without any discussion to the withdrawal.
- b. Any Amendment which has been successfully withdrawn will have no further debate and will have no impact on the Original Motion or a Substantive Motion.
- c. A Councillor may alter a Motion of which they have given notice with the consent of the meeting. The Chairman may require the alteration to be written down and circulated before the consent of the meeting is sought. The consent will be signified by simple majority.
- d. A Councillor may alter a Motion which they have moved without notice with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority.
- e. Only alterations which could be made as an Amendment may be made.

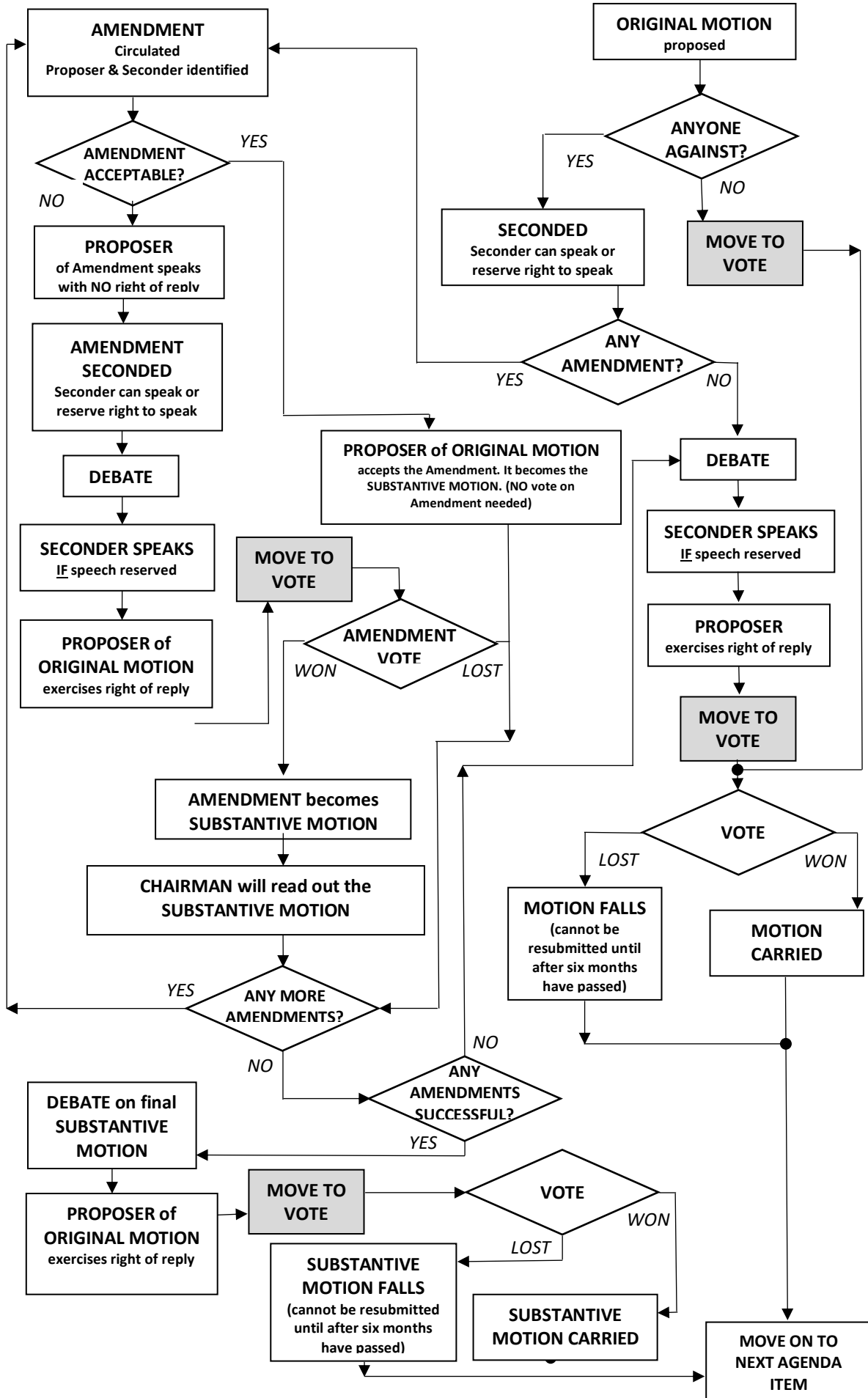
16.7.2 WITHDRAWAL OF MOTION

- a. If a Proposer withdraws a Motion for whatever reason, before the Agenda item has been reached, then it can be resubmitted at any time in the future as if it was a new Motion.
- b. A Councillor may withdraw a Motion which they have moved with the consent of both the Secunder and the meeting. The meetings consent will be signified by simple majority. No Councillor may speak on the Motion after the mover has asked permission to withdraw it unless permission is refused by the Chairman.

16.8. PROPOSALS

- a. The following Proposals, where no debate is required, may be put forward without notice. They require a Proposer and Secunder. The Proposer will speak to the Proposer and will be the only speaker. Once Proposer has spoken a vote will be immediately taken.
 - i. To appoint the Mayor or Chairman of the meeting at which the Motion is moved;
 - ii. To change the order of business in the Agenda;
 - iii. To authorise legal deeds to be sealed by the Council's common seal and witnessed (see **23.2**);
 - iv. To withdraw a Motion;
 - v. To amend a Motion in accordance with **16.6**;
 - vi. To proceed to the next business on the Agenda;
 - vii. That the question be now put;
 - viii. To adjourn a debate;
 - ix. To adjourn a meeting;
 - x. To continue a meeting beyond 10pm;

16.9. MOTION PROCESS FLOWCHART



COMMITTEES – RULES OF DEBATE

17. RULES OF DEBATE

17.1 GENERAL

- f. With the exception of a question asked about a recommendation (see **14.4**), any question that the Chairman accepts, regardless of source, is not allowed a discussion (see **14.1.h**) and therefore these rules do not apply.
- g. Only one Councillor is permitted to speak at a time. If more than one Councillor wishes to speak the Chairman shall direct the order of speaking.
- h. After a Motion has been Proposed and Seconded the Chairman will ask if anyone wants to speak against the Motion. If the answer is YES then the debate will continue. If the answer is NO then the debate will be considered over and the vote will be taken.

17.2. MOTIONS

- a. These Rules of Debate apply, to all types of Motions and any Amendments, both with notice and without notice. They do not apply to any agenda item that require a decision on a recommendation (see **17.3**) or Proposals (see **3.6.2.g**)
- b. Any reference in this section to Motion should be considered to refer to both an Amendment or Substantive Motion.
- c. A maximum period of 30 minutes will be allowed for each Motion to be moved, seconded and debated, including dealing with any Amendments. At the expiry of the 30-minute period debate will cease immediately, the mover of the Motion or Amendment will have the right of reply before the Motion or Amendment is put to the vote.

17.2.1. NO SPEECHES UNTIL MOTION IS SECONDED

- a. No speeches, including the Proposers actual speech may be made until the Motion has been proposed and seconded.
- b. No Amendments to Motions can be put until the Proposer of the Motion and Secunder (if not reserving their right to speak) have made their speech(es).
- c. After a Motion has been proposed, seconded and the Proposer has made their speech the Chairman will ask if any Councillor wishes to speak against the Motion. If no one wishes to speak against the Motion then the Chairman will put the matter to the vote

17.2.2. RIGHT TO REQUIRE MOTION IN WRITING

- a. Unless notice of the Motion has already been given, the Chairman may require it to be written down and circulated before it is proposed.

17.2.3. SECONDEES SPEECH

- a. When seconding a Motion, or an amendment, a Councillor may reserve their right to speak until later in the debate.

17.2.4. CONTENT AND LENGTH OF SPEECHES

- a. Speeches must be directed to the matter under discussion or to a Personal Explanation (see **3.6.2.n**) or Point of Order (see **3.6.2.m**)
- b. No speech of ANY type should last more than three minutes.

- c. Time limits for speeches can be extended by a resolution following a motion without notice.

17.2.5. WHEN A MEMBER MAY SPEAK

- a. A Councillor who has spoken on a Motion may not speak again whilst it is the subject of debate, except:
 - i. To speak once on an Amendment moved by another Councillor;
 - ii. To move a further Amendment if the Motion has been amended since they last spoke;
 - iii. If their first speech was on an Amendment moved by another Councillor, to speak on the main issue (whether or not the Amendment on which they spoke was carried);
 - iv. To exercise of a right of reply;
 - v. On a Point of Order (see **3.6.2.m**);
 - vi. By way of a Personal Explanation (see **3.6.2.n**);
 - vii. To move a Motion under **17.2.7**.

17.2.6. RIGHT OF REPLY

- a. The mover of a Motion has a right of reply at the end of the debate on that Motion, immediately before it is put to the vote. Unless the Motion moved was to amend an original or substantive motion (see **17.2.6 c**).
- b. If an Amendment is moved, the mover of the original Motion has the right of reply after the close of the debate on the Amendment. They cannot speak on it during that debate.
- c. The mover of an Amendment has no right of reply to the debate on their Amendment.

17.2.7. MOTIONS WHICH MAY BE MOVED DURING DEBATE

- a. When a Motion is under debate, no other Motion may be moved except the following:
 - i. To withdraw a motion;
 - ii. To amend a motion;
 - iii. A Closure Motion (see **17.2.8**);
 - iv. That the meeting continues after 10pm;
 - v. To exclude the Public and the Press in accordance to **12.2.a**.
 - vi. To not hear further a Councillor named or to exclude them from the meeting for disorderly conduct (see **20.7.2**);
 - vii. To suspend a particular Standing Order **1.3**;
 - viii. To refer a motion to another Committee for consideration.

17.2.8. CLOSURE MOTIONS

- a. A Councillor may move, without comment, the following Motions at the end of a Speech of another Councillor:
 - i. To proceed to the next business;
 - ii. That the question be now put;
 - iii. To adjourn the debate;
 - iv. To adjourn the meeting.

- b. If a Motion to proceed to next business is seconded and the Chairman thinks the item has been sufficiently discussed, they will put the Closure Motion to the vote. If it is passed, they will give the mover of the Original Motion the right of reply before putting their motion to the vote.

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COMMITTEES – VOTING

18. VOTING

18.1. GENERAL

- a. The following items apply to any formal decision required at any Committee, regardless of type (see **6.1.b**).
- b. Any Agenda item seeking approval and not “to note” will be done through the voting by the members of the Committee where that Agenda item has been presented.
- c. Unless the Terms of Reference state otherwise, only members of the Committee can vote on any Agenda Item for that Committee.
- d. Whoever is chairing a meeting, whether it is, **the Chairman or Town Mayor** or some alternative, **may give an original vote on any matter put to the vote.**
- e. ***In the case of an equality of votes the Chairman or the Town Mayor may exercise a casting vote whether or not they gave an original vote.***
- f. ***Unless standing orders provide otherwise, voting on any item shall be by a show of hands.***
- g. ***At the request of a Councillor, the voting on any item shall be recorded so as to show whether each Councillor present and voting gave their vote for, against or abstention on that item.*** Such a request MUST be made before moving to the vote on the item.
- h. The committee minutes will show the result of the voting, recording the number of votes cast for each of the for, against and abstention categories. In addition, it should record the number of Councillors who failed to register a vote.
- i. A recorded vote will always be taken at the meeting that determines the Council’s Annual Budget and Precept.
- j. ***Subject to the meeting being Quorate (see 12.3), all Statutory Questions (see 3.6.2.j) and any other vote taking place at a meeting, with the exception of Special Motions (see 3.6.2 j), shall be decided by a majority of the Councillors present eligible to vote and voting thereon. For this purpose, Councillors who abstain from a vote will not be considered to have voted thereon,***

18.2. TOWN MAYOR ELECTION

- a. Any reference to an election year means when the whole council is elected. This excludes any town council by-election.
- b. ***In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.***
- c. ***In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Mayor has been elected and may exercise an original vote in respect of the election of the new Mayor and must give a casting vote in the case of an equality of votes.***

18.3. APPOINTMENTS

- a. Where appropriate, if more than 2 persons have been nominated for a position to be filled by the Council the person who has received a majority of votes in their favour will be appointed.
- b. In the case of two or more candidates receiving equal majority votes the appointment will be settled by the Chairman's casting vote.

COMMITTEES – MINUTES

19. MINUTES

19.1. RESTRICTIONS

- a. No Committee, regardless of type (see **6.1.b**), shall have verbatim minutes.
- b. Minutes will not record the comments of individuals, whether they are members of the Public or Councillors, who are not part of that Committee unless the Chairman agrees.

19.2. MANDATORY ITEMS

- a. Minutes should record, at a minimum, decisions, including provisional ones, taken at all Committees, regardless of type (see **6.1.b**).
- b. Minutes should record, at a minimum, the votes cast as detailed in **18.1.h**.
- c. Any provisional decisions requiring ratification will be clearly highlighted in the minutes presented to the Parent Committee or Committees.

19.3. PRESENTATION OF MINUTES

- a. All minutes of any committee meeting, regardless of type (see **6.1.b**), which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee or Committees in the case of Joint Committee for noting.
- b. There will be a time limit of 10 minutes for any questions around draft minutes which are presented at a meeting. This does not include a motion regarding the accuracy of the minutes which shall adhere to the debate process (see **17.2.c**).

19.3.1. OTHER COMMITTEES

- a. With the exception of Full Council and Standing Committees, all other committees regardless of type (see **6.1.b**), will not have formal minutes but instead will have officer reports on any meeting.
- b. Such reports do not include any reference to reports of previous meetings of the committee.
- c. Unless the Terms of Reference allow, such committees can make recommendations to the Parent Committee or Committees in the case of joint committees who will determine the outcome of those recommendations.
- d. All Officer reports of any committee meetings which have taken place since the last meeting of the Parent Committee will be presented to the next Parent Committee, or Committees in the case of Joint Committee, for noting.

19.3.2. STANDING COMMITTEES

- a. Standing Committee agendas will include any draft minutes of its previous meetings for approval.
- b. Whilst all minutes of Standing Committees will be presented to Full Council meetings to note, the relevant Standing Committee has to formally approve these minutes.
- c. Standing Committees, acting as a Parent Committee, will receive the officer reports of meetings of Other Committees.

- d. From time-to-time provisional decisions will be made by a Standing Committee which require confirmation at Full Council (see **7.2.b**).

19.3.3. FULL COUNCIL

- a. Full Council, including both Annual and Extraordinary meetings, will include any draft minutes of its previous meetings for approval.
- b. All Standing Committee minutes relating to meeting which have taken place since the last Full Council meeting will be included in the Agenda of all Full Council meetings for noting.

19.4. ACCURACY OF MINUTES

- a. No discussion of any draft minutes of any preceding meeting, which have yet to be signed as accurate, shall take place except in relation to their accuracy.
- b. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order **17.5.a.ii** with full rules of debate applicable (see **section 18**).
- c. There will be no discussion on accuracy of any Standing Committee draft minutes at a Full Council meeting. This will be for discussion by members of the Standing Committee in question at the next meeting of the Standing Committee.
- d. Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the relevant Chairman and stand as an accurate record of the meeting to which the minutes relate.

19.5. PUBLIC INSPECTION OF MINUTES

- a. All draft Minutes of Full and Standing Committee meetings, excluding Confidential Items, will be posted on the Town Councils website within 21 clear days of the closure of the meeting in question.
- b. All Minutes, draft or approved, of Full and Standing Committee meetings, excluding Confidential Items, are open to a visual inspection by any local government elector of the town, without charge. In the first instance any such elector should contact the Town Clerk to arrange such an inspection.

19.6. URGENCY COMMITTEE MINUTES

- a. The Town Clerk shall, in every case where a decision is taken under delegated powers, provide the minutes of such a committee to all Councillors within 5 days of being made. It will also be reported at the next meeting of the Full Council for information.

COUNCILLORS – CODE OF CONDUCT

20. CODE OF CONDUCT

20.1. INTRODUCTION

- a. Throughout this section when a reference to a Councillor is made it also includes any Co-opted Councillor appointed through the process detailed in **section 21**.
- b. ***This Code of Conduct applies to Councillors whenever they are acting as a Member or as a representative of the Council or when they claim to act or give the impression of acting as a representative of the Council.***
- c. These rules apply to meetings of all Committees, regardless of type (see **6.1.b**).
- d. It does not apply to when the Councillor is acting in a private capacity.
- e. When carrying out their public role, Councillors should always have regard to the seven principles of public life. These are:
 - i. Selflessness
 - ii. Integrity
 - iii. Objectivity
 - iv. Accountability
 - v. Openness
 - vi. Honesty
 - vii. Leadership
- f. Councillors should also read the Code of Conduct together with the Councillor / Officer Protocol (see **20.8**) and other sections of these Standing Orders relating to ethical and financial probity.
- g. Any person may make a complaint if a Councillor does not act in accordance with this code. It is the Councillor's sole responsibility to comply with the Code.
- h. ***A Councillors "Register of Interest" Form is provided by the Town Clerk to register interests. Copies will be provided to the Monitoring Officer. It should be noted that this form will be published on the Council's website.***
- i. ***When a Councillor declares an interest at any meeting of the Council, regardless of type (see **6.1.b**), they should be aware that the existence and nature of which is required to be disclosed will be noted in the minutes of that meeting, which is a public document and also published on the Council's website.***
- j. The Council's Code of Conduct rules on Personal (see **20.4**) and Prejudicial (see **20.5**) Interests will apply to all Councillors attending any Committee, regardless of type (see **6.1.b**) whether or not they are members of that Committee.
- k. If any Councillor is unsure about any part of this Code of Conduct they are urged to seek advice from the Town Clerk.
- l. There are three areas to the Code of Conduct:
 - i. Rules about registration of Disclosable Pecuniary Interests and Personal Interests with the Town Clerk, using the Members Interest Form which the Town Clerk can provide.

- ii. Rules about declaring interests in meetings where items on the Agenda conflict with those interests (see **20.3, 20.4 & 20.5**).
- iii. Rules about general behaviour (see **20.7**).

20.2. REGISTRATION OF DISCLOSABLE PECUNIARY INTERESTS AND PERSONAL INTERESTS

- a. Within 28 days of the Code being adopted OR the Councillors election, Councillors must register with the Town Clerk the interests which fall within the categories set out in **Appendix B & C**.
- b. Upon re-election of the Councillor, that Councillor must within 28 days re-register with the Town Clerk any interests in **Appendix B & C**.
- c. Councillors must register with the Town Clerk any change of interests or new, as defined in **Appendix B & C**, within 28 days of becoming aware of the change.
- d. Councillors need not register any interest which the Town Clerk agrees is a “Sensitive Interest”. A Sensitive Interest is one which, if made public, could lead to the Councillor or a person connected to a Councillor being subjected to violence or intimidation.

20.3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to an interest in **Appendix B**, all Councillors, regardless of whether they are a member of that committee, must do the following:
 - i. They should declare their interest at the beginning of the meeting when asked to do so by the Chairman, or if not then, they must do so before the matter is discussed. They must do so regardless of whether or not the interest is registered in their Councillors Interest Form.
 - ii. Where a matter arises at a meeting which is a “Sensitive Interest” as defined in **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.a.iii & iv**).
 - iii. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also attending the meeting for the same purpose.
 - iv. They must then leave the room before the matter is discussed and voted upon.

20.4. DECLARATION OF PERSONAL INTERESTS AT MEETINGS

- a. Where a matter arises at a meeting which relates to or affects an interest in **Appendix C** or a financial interest of the Councillor, a friend, relative or close associate (and it is not a Disclosable Pecuniary Interested listed in **Appendix B**) all Councillors, regardless of whether they are a member of that committee, must do the following:
 - i. They should declare the interest at the beginning of the meeting when asked to do so by the Chairman as a “Personal Interest” or if not then, they must do so before the matter is discussed or voted upon. They must do so regardless of whether or not the interest is registered in their Councillors Interest Form.
 - ii. Where a matter arises at a meeting which is a “Sensitive Interest” as defined in **20.2.d** Councillors do not have to declare the exact nature of their interest.
 - iii. They may however participate in the discussion and vote on the matter, subject to **20.6**.

20.5. DECLARATION OF PREJUDICIAL INTERESTS AT MEETINGS

- a. A Prejudicial Interest should be considered where the personal interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice their judgment of the public interest.
- b. They should declare this as a “Prejudicial Interest” at the beginning of the meeting when asked to do so by the Chairman, or if not then they must do so before the matter is discussed.
- c. Where a matter arises at a meeting which is a “Sensitive Interest” as defined under **20.2.d** Councillors do not have to declare the exact nature of their interest but must follow the rules regarding non-participation (see **20.3.a.iii & iv**).
- d. When the item is introduced at the meeting, Councillors may continue to attend the meeting but only for the purpose of making representations, answering questions or giving evidence provided that the public are also allowed to attend the meeting for the same purpose.
- e. They must then leave the room before the matter is discussed and voted upon.
- f. A Councillor who participates in decision making on business in which they have a prejudicial interest may invalidate the decision.

20.6. DISPENSATIONS

- a. Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see **6.1.b**), and wish to request a dispensation should follow the Dispensations Procedure (see **Appendix E**).

20.7. BEHAVIOUR

- a. Councillors must not behave in such a way that a reasonable person would regard as disrespectful to others.
- b. Councillors must not act in a way which a reasonable person would regard as bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in **Appendix D**.
- c. Councillors must not seek to improperly confer an advantage or disadvantage on any person.
- d. Councillors must only use the resources of the Council when undertaking Council business.
- e. Councillors must not disclose information which is confidential or where disclosure is prohibited by law, unless they have the consent of the person authorised to give it, or they are required by law to do so.
- f. Councillors must respect the impartiality of Officers and not put undue pressure on them.
- g. Councillors must not do anything which may cause their Council to breach any of the equality enactments as defined in the Equality Act 2010.

- h. Councillors must notify the Town Clerk of any gifts or hospitality worth more than £25 which the Councillor has received by virtue of their office or any gifts or hospitality worth more than an estimated value of £25 which they have been offered but which they subsequently declined.
- i. Councillors should have regard, and adhere to relevant Council policies, where they apply to Councillors. This includes, but is not limited to, the Data Protection Policy, Equality & Diversity Policy, and Information Security Policy.

20.7.1. UNAUTHORISED ACTIVITIES

- a. Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, or any Committee, regardless of type (see **6.1.b**):
 - i. Inspect any land and/or premises which the Council has a right or duty to inspect;
OR
 - ii. Issue orders, instructions or directions to an employee of the Council.

20.7.2. DISORDERLY CONDUCT

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b. If, in the opinion of the Chairman, there has been a breach of standing order **20.7**, the Chairman shall express that opinion and thereafter any Councillor (including the Chairman) may move that the person be silenced or excluded from the meeting (see **17.2.7.a.xviii**).
- c. Such a motion, if seconded, shall be moved, without discussion.
- d. If a resolution made in accordance with standing order **20.7**, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and / or may adjourn the meeting.

20.8. COUNCILLOR / OFFICER RELATIONSHIP

- a. The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.
- b. Councillors should not call into question the performance or conduct of an Officer of the Council in a public forum.

20.8.1. COUNCILLORS CAN EXPECT FROM OFFICERS

- i. A commitment to the Council as a whole and not to any political group
- ii. A working partnership
- iii. An understanding of and support for respective roles, workloads and pressures
- iv. Timely response to enquiries and complaints
- v. Professional advice not influenced by political views or preference, which does not compromise the political neutrality of employees
- vi. Regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities that they have and positions that they hold
- vii. Awareness and sensitivity to the political environment
- viii. Respect, dignity and courtesy

- ix. Training and development in order that they can carry out their role effectively
- x. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- xi. That Officers shall not use their relationship with Councillors to advance their personal interests or to influence decisions improperly
- xii. That Officers shall at all times comply with the relevant Code of Conduct

20.8.2. OFFICERS CAN EXPECT FROM COUNCILLORS

- i. A working partnership
- ii. An understanding of and support for respective roles, workloads and pressures
- iii. Political leadership and direction
- iv. Respect, dignity and courtesy
- v. Integrity, mutual support and appropriate confidentiality (see **Appendix A**)
- vi. Not to be subject to bullying or to be put under undue pressure.
- vii. Councillors should have regard to the seniority of Officers in determining what are reasonable requests, having regard to the power relationship between Councillors and employees and the potential vulnerability of Officers, particularly at junior levels
- viii. That Councillors shall not use their position or relationship with employees to advance their personal interests or those of others or to influence decisions improperly
- ix. That Councillors shall at all times comply with the relevant Code of Conduct

20.8.3. PROCEDURE FOR OFFICERS IF THINGS GO WRONG

- a. From time to time the relationship between Councillors and Officers may break down or become strained. Whilst it shall always be preferable to resolve matters informally, through conciliation by an appropriate senior Officer or Councillor. Officers should raise any concerns with the Town Clerk who will consider how the complaint or allegation should be dealt with.
- b. At a minor level this may be no more than informally referring the matter to the Leader of the relevant party group. More serious complaints may involve alleged breaches of the Councillors Code of Conduct and the process for the consideration of such a complaint can be found in **20.9**.
- c. Nothing in this process negates the right of Officers to make a Code of Conduct complaint to the relevant authorities.

20.8.4. PROCEDURE FOR COUNCILLORS IF THINGS GO WRONG

- a. In the event that a member is dissatisfied with the conduct, behaviour or performance of an Officer, the matter should be raised with the appropriate manager of that Officer.
- b. Where the matter concerns the Town Clerk it shall be raised with the Mayor or with the Leader of the Council as appropriate.

20.9. HOW TO LODGE A CODE OF CONDUCT COMPLAINT AGAINST A COUNCILLOR

- a. Wokingham Borough Council acts as the Standards Committee on behalf of Woodley Town Council. Full details can be found on their website under "Complain about a Councillor". This is the direct link to that page <https://www.wokingham.gov.uk/council-and-meetings/Councillors-and-mps/complain-about-a-Councillor/>

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COUNCILLORS – CO-OPTION

21. CO-OPTION PROCEDURE

21.1. WHEN CAN A CO-OPTION OCCUR?

- a. A co-option can occur when a casual vacancy arises on the Council and no poll (for a by-election) has been called.

21.2. THE PROCEDURE

- a. On receipt of confirmation from Electoral Services at Wokingham Borough Council that the casual vacancy can be filled by means of co-option, the Town Clerk will:
 - i. Advertise the vacancy for 4 weeks on the Council notice boards and website, and send a press release to the local press
 - ii. Advise the Council that the co-option procedure has been instigated, by sending an email to all Councillors

21.3. INFORMATION REQUIRED

- a. Applicants for cooption will be asked to:
 - i. Submit information about themselves, by way of completing an application form stating their experience and reasons for seeking to become coopted on to the Town Council.
 - ii. Confirm their eligibility for the position of Councillor within the statutory rules by completing a form for this purpose.

21.4. MEETING AT WHICH CO-OPTION WILL BE CONSIDERED

- a. Copies of the applications received will be circulated to all Councillors by the Town Clerk with the agenda of the Full Council meeting at which the cooption is to be considered.
- b. The applicants will be invited to attend the meeting and to address the Council and give their reasons for applying to be coopted as a town Councillor.
- c. The person co-opted must receive a majority of the votes of those Councillors present and voting on the proposed co-option.
- d. If there is more than one candidate successive ballots must take place to eliminate the least successful candidate until a candidate has an absolute majority of those present and voting. If there is an equality of votes the Mayor must use their casting vote.
- e. All co-options must be considered and approved at a meeting or extraordinary meeting of Full Council, regardless of whether the number of candidates exceeds the number of vacancies or not.
- f. To be considered, candidates must be suitably nominated by Councillors at the meeting (proposed and seconded) and must receive a majority of votes of those Councillors present and voting.
- g. Where multiple vacancies exist, a separate vote will be undertaken for each vacancy. Members may nominate and vote for one candidate for each vacancy.

21.5. LENGTH OF OFFICE

- a. The co-opted Councillor will hold office until the next ordinary Town Council elections.

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COUNCIL – EXPENDITURE

22. EXPENDITURE

22.1. GENERAL

- a. Any expenditure incurred by the Council shall be in accordance with the Council's Financial Regulations.
- b. ***The Council's Financial Regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.***

22.2. ACCOUNTS AND FINANCIAL STATEMENTS

- a. All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- b. The Responsible Financial Officer shall supply to each Councillor the income and expenditure figures against budget estimates for each Standing Committee at every scheduled meeting of that Committee.
- c. The Financial Statements prepared on an income and expenditure basis for a year to 31 March shall be presented to each Councillor before the end of the following month of May, or as soon as practicable.
- d. The Statements of Accounts of the Council and Annual Return (which are subject to external audit), including the annual Governance Statement, shall be presented to Council for formal approval before 30 June.

22.3. BUDGET ESTIMATES AND PRECEPT

- a. ***The Council shall approve written estimates for the coming financial year*** at its meeting in February and to meet the requirements of the Wokingham Borough Council, the billing authority.

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COUNCIL – DOCUMENTS

23. DOCUMENTS

23.1. INSPECTION OF DOCUMENTS

- a. Documents include all documents related to any Committee, regardless of type (see **6.1.b**) unless specifically excluded.
- b. Access to personal information is strictly controlled and defined in **3.5**.
- c. Subject to points I, ii and iii below, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council and request a copy for the same purpose.
 - i. any Standing Order to the contrary or
 - ii. in respect of matters which are confidential or
 - iii. in draft before publication

23.2. EXECUTION AND SEALING OF LEGAL DEEDS

- a. The Common Seal of the Council shall be kept in a safe place at the office of the Town Clerk
- b. A document shall not be sealed on behalf of the council unless its sealing has been authorised by a resolution of Council during one of its meetings.
- c. ***In accordance with such a resolution, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two Councillors of the Council who shall sign the deed as witnesses.***

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COUNCIL – EMPLOYEES

24. EMPLOYEES

24.1. UNDUE INFLUENCE TO AND BY COUNCILLORS

- a. Canvassing Councillors, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Town Clerk shall disclose the requirements of this standing order to every candidate.
- b. A Councillor shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council in respect of an application for appointment.
- c. This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

24.2. COUNCIL EMPLOYEES

- a. If a meeting considers any matter personal to a Council employee, it shall not be considered until the meeting has decided whether or not the press and public shall be excluded pursuant to standing order **12.2.a**.
- b. All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee.
- c. Councillors will form a panel for the recruitment of the Town Clerk and the management posts that report directly to the Town Clerk.
- d. Any papers of a confidential nature which refer to a member of staff or person being considered for appointment to any paid or unpaid post shall on completion of the discussion / interview be returned to the Town Clerk for destroying.

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COUNCIL – PRESS

25. PRESS

25.1. PRESS / MEDIA

- a. *The press will be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*

25.2. RELATIONS WITH THE PRESS / MEDIA

- a. The Leader, Deputy Leader and Chairman of the Standing Committees may make oral or written statements or provide written articles to the press or other media on behalf of the Council.
- b. Unless standing order **24.2.a** applies Councillors shall NOT provide oral or written statements or articles to the press or other media on behalf of the Council.

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COUNCIL – SPECIAL ROLES

26. SPECIAL ROLES

26.1. SPECIAL ROLES DEFINITION

- a. Certain Councillors will take on a number of roles which have special significance.

26.2. ROLE OF TOWN MAYOR

- a. The Mayor shall, in addition to the role of “First Citizen” of Woodley, be responsible for the conduct of meetings of Full Council and interpretation of Standing Orders at Full Council meetings.
- b. Where the Mayor has concern as to the conduct of an Elected Member, if unable to resolve it with that Member, they shall bring this to the attention of the Leader of the appropriate group. If the Leader of the appropriate group is unable to resolve the issue, the Mayor will bring it to the attention of the full Council, or the Urgency Committee, as appropriate.

26.3. ROLE OF THE LEADER OF THE COUNCIL

- a. The Leader of the Council shall be the first line of reference for the Town Clerk for all matters of agreed Council policy and direction. In the absence of the Leader, then the Deputy Leader of the Council becomes the first line of reference.

26.4. LEADERS AND DEPUTY LEADERS OF GROUPS

- a. The names of persons appointed as Leader and Deputy Leader by parties shall be notified to the Town Clerk who shall then report accordingly to the Council.

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COUNCIL – TOWN CLERK

27. TOWN CLERK

27.1. POWERS DELEGATED TO THE TOWN CLERK

- a. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
- b. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes (see **3.6.1.h**).
- c. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
- d. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
- e. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
- f. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Councillors of the Council.
- g. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
- h. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
- i. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader or Deputy Leader of the Council and appropriate Committee Chairman.
- j. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
- k. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
- l. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. If necessary, to be the Proper Officer for dealing with grievance matters, disciplinary procedures and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.
- m. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.
- n. To be authorised to make payments for:
 - i. Staff salaries and wages.
 - ii. Staff expenses/training fees/conference fees.

- iii. Refund of deposits held
 - iv. Grants
 - v. Goods and services which require payment in advance or where payment is a matter of urgency
 - vi. Reporting to the Strategy and Resources Committee on all payments made.
- o. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.
 - p. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its Committees.
 - q. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.
 - r. Assist with responding to requests made under the Freedom of Information Act 2000, Data Protection Act 2021 and UK General Data Protection Regulation 2021, in accordance with and subject to the Council's Policies and Procedures relating to the same.

27.2. DELEGATED AUTHORITY IN THE ABSENCE OF THE TOWN CLERK

- a. When the Town Clerk is absent for a short period then there is minimal or no impact on the governance of the Town Council. But when that absence is for a longer period then there is definitely an impact. Such absences will include the resignation of the Town Clerk.
- b. To overcome this when the absence exceeds 3 months the Deputy Town Clerk is appointed to the position of "Acting Town Clerk" including the role of Proper Officer until the Town Clerk returns to work or a new Town Clerk post is recruited to, whichever is the sooner.
- c. For the period that the Deputy Town Clerk is Acting Town Clerk an appropriate adjustment in remuneration will be subject to a Personnel Sub-Committee decision.

APPENDIX A

CONFIDENTIALITY

The concept of confidential information or information that is exempt from the public is explained in the following Government Document. The examples are NOT exhaustive but provide an illustration of the types of information that could be considered confidential.

The relevant sections have been copied from this document into this appendix. The rules relating to a Borough Council have been included for informational purposes even though these Standing Orders are for a Town or Parish Council.



Department for
Communities and
Local Government

Open and accountable local government

A guide for the press and public on attending and reporting meetings of local government

August 2014
Department for Communities and Local Government

LOCAL COUNCIL (i.e. Borough)

Can a meeting be held in private?

The rules require a meeting of a council or local government body to be closed to the public in two circumstances:

- If the presence of the public is likely to result in the council or local government body breaching a legal obligation to third parties about the keeping of confidential information;
- and
- if the council or local government body decides (by passing a resolution of its members) because exempt information would otherwise be likely to be disclosed. It is open to the council or local government body if it chooses to consider in public matters involving exempt information. There is no over-riding legal requirement compelling the body to discuss exempt information in a private meeting.

The rules do not prevent the chairman from excluding any member of the public in order to maintain orderly conduct or prevent genuine misbehaviour at a meeting.

What is confidential information?

Confidential information means:

- information provided to the council or local government body by a government department on terms which forbid the disclosure of the information to the public;
- and
- information which is prohibited from being disclosed by any enactment or by a court order.

What is exempt information?

The descriptions of exempt information are set out in Schedule 12A to the Local Government Act 1972. The descriptions are listed at Annex B of this Guide. (see page **63**)

TOWN & PARISH COUNCIL

Can a parish or town council or the Council of the Isles of Scilly choose to meet in private?

All meetings of these councils must be open to the public, except in limited defined circumstances. These councils can only decide, by resolution, to meet in private when discussing confidential business or for other special reasons where publicity would be prejudicial to the public interest.

What is confidential information and publicity prejudicial to the public interest?

Though not an exhaustive list, we expect this to cover matters such as discussing the conduct of employees, negotiations of contracts or terms of tender, or the early stages of a legal dispute.

Annex B – Descriptions of Exempt Information

The exempt information set out at Schedule 12A to the Local Government Act 1972 Act is as follows:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - a. to give under any enactment a notice under or by virtue of which requirements are imposed on a person;
 - or
 - b. to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.
8. The qualifications to the list of exempt information are as follows:
 - A.** Information falling within number 3 above is not exempt information by virtue of that paragraph if it is required to be registered under—

[the Companies Acts (as defined in section 2 of the Companies Act 2006)];
the Friendly Societies Act 1974;
the Friendly Societies Act 1992;
the *Industrial and Provident Societies Acts 1965* [Co-operative and Community Benefit Societies and Credit Unions Acts 1965] to 1978;
the Building Societies Act 1986; or
[(f) the Charities Act 2011.
 - B.** Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.

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APPENDIX B

DISCLOSABLE PECUNIARY INTERESTS

Are interests defined by regulations made under s30(3) of the Localism Act 2011 and described in the table below.

(In the extracts from the Regulations below, “relevant person” means the Councillor and their Partner). “Partner” means a spouse or civil partner of the Councillor, OR a person with whom the Councillor is living as husband and wife OR a person with whom the Councillor is living with as if they were civil partners.

| SUBJECT | PRESCRIBED DESCRIPTION |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain. |
| Sponsorship | Any payment or provision of any other financial benefit (other than that from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Councillor in carrying out duties as a Councillor or towards the election expenses of the Councillor. 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority <ul style="list-style-type: none"> a. Under which goods and services are to provided or works to be executed; and b. Which has not been fully discharged. |
| land | Any beneficial interest in land which is within the area of the relevant authority. |
| licences | Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer. |
| Corporate Tenancies | Any tenancy where (to the best of the Councillors knowledge) <ul style="list-style-type: none"> a. The landlord is the relevant authority and b. The tenant is a body in which the relevant person has a beneficial interest. |
| Securities | Any beneficial interest in securities of a body where <ul style="list-style-type: none"> a. That body (to the best of the Councillors knowledge) has a place of business or land in the area of the relevant authority, and b. Either <ul style="list-style-type: none"> 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

These descriptions on Disclosable Pecuniary Interests in the previous table are subject to the following definitions.

| | |
|---|--|
| The Act | Means the Localism Act 2011 |
| Body in which the relevant person has a beneficial interest | Means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest; |
| Director | Includes a member of the committee of management of an industrial and provident society; |
| Land | Excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income; |
| Relevant authority | Means the authority of which the Councillor is a member |
| Relevant period | Means the period of 12 months ending with the day on which the Councillor gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act; |
| Relevant person | Means the Councillor or any other person referred to in section 30(3)(b) of the Act; |
| securities | Means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society. |

IMPORTANT NOTE

Under s34 of the Localism Act 2011 it is a criminal offence if a Councillor:

- a. Fails to notify the Town Clerk of any Disclosable Pecuniary Interest within 28 days of election
- b. Fails to disclose a Disclosable Pecuniary Interest at any meeting if that interest is not included in the register
- c. Participates in any discussion or vote on a matter in which they have a Disclosable Pecuniary Interest
- d. Fails to notify the Town Clerk within 28 days of a Disclosable Pecuniary Interest that is not included on the register that they have disclosed to any meeting
- e. Knowingly or recklessly providing information that is false or misleading in notifying the Town Clerk of a Disclosable Pecuniary Interest or in disclosing such an interest to any meeting

APPENDIX C

REGISTERED PERSONAL INTERESTS

Councillors must register:

- a. Any body of which the Councillor is in a position of general control or management and to which they are appointed or nominated by the Council

- b. Any body
 - i. Exercising functions of a public nature OR
 - ii. Directed to charitable purposes OR
 - iii. One of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
 - iv. Of which the Councillor is a member or in a position of general control or management

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APPENDIX D

GUIDANCE ON BULLYING AND INTIMIDATION

Standing Order **20.7** says “Councillors must not act in a way which is a reasonable person would regard as bullying, or in any way which is intimidating to others. Supporting Guidance on Bullying and Intimidation can be found in **Appendix D**.”.

The following guidance is based on Standards for England Guidance, now archived after it was abolished by the Localism Act 2011, as well as guidance issued by ACAS.

It is important to remember such behaviour will only be caught by the Code of Conduct if a Councillor is acting, or giving the impression they are acting, as a Councillor of the Authority and not in their private capacity.

WHAT IS ‘BULLYING’ AND ‘INTIMIDATION’?

Using ACAS guidance as a starting point, the Wokingham Borough Council Standards Committee (which is the arbiter for any Town Council Code of Conduct complaints) has agreed a definition of bullying as

‘offensive, intimidating or malicious behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient’.

A victim’s obvious vulnerability will be taken into account when assessing whether bullying has occurred.

Bullying can involve behaving in an abusive or threatening way, or making allegations about people in public, in the company of colleagues, through the press or in blogs or social media. It may happen once or be part of a pattern of behaviour, although minor isolated incidents are unlikely to be considered bullying. It is also unlikely that a Councillor will be found guilty of bullying when both parties have contributed to a breakdown in relations.

Bullying should be contrasted with the legitimate challenges which a Councillor can make in challenging policy or scrutinising performance. Contributing to debates in meetings about policy and asking officers to explain rationale for their professional opinions are to be encouraged. All Councillors should feel free to challenge fellow Councillors and professional Officers as to why their views are held. However, Councillors need to be careful about criticism which becomes offensive in nature which will cross the line of what a reasonable person would find acceptable.

DISAGREEMENT WITH OFFICERS

The Council is under a legal obligation to ensure that officers work in a safe environment and the same rules about their interaction with the public apply equally to their work with Councillors. Anyone should feel free to express disagreement with officers, so long as it is done in a respectful way. Officers should make decisions which are unbiased, and attempts to coerce them or persuade them to act in a particular way to a point where to do so would prejudice their professional integrity would not be acceptable.

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APPENDIX E

DISPENSATIONS PROCEDURE

BACKGROUND

- a. Under the Localism Act 2011 Councillors with a Disclosable Pecuniary Interest (DPI) relating to an agenda item may request a dispensation to allow them to take part in the discussion and/or vote on the business. The Council's code of conduct states:

“Councillors who have a pecuniary interest (disclosable or otherwise) in a matter to be considered at any meeting, regardless of type (see 4.1.b), and wish to request a dispensation should follow the Dispensations Procedure (see Appendix D).”

- b. 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 they have an interest in **Appendices B and C**:
- i. 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
 - ii. It is in the interests of the inhabitants in the Council's area to allow the member to take part OR
 - iii. It is otherwise appropriate to grant a dispensation.
- c. The Localism Act states that dispensations may be granted by Full Council and that it may make arrangements for this function to be carried out by any committee, regardless of type (see **6.1.b**), or officer.
- d. The Council's Proper Officer has been delegated by Council to consider and decide upon Members' dispensation requests, in accordance with Section 33 of the Localism Act, and has fully endorsed this procedure.

DISPENSATIONS PROCEDURE

- a. Dispensation requests using the Dispensation Request form must be submitted to the Proper Officer (Town Clerk).
- b. A Councillor applying for a dispensation must set out the meeting(s) or period and the item of business for which the dispensation is requested. The reason for the dispensation should also be stated and should meet the criteria set out in Section 33 of the Localism Act – the criteria for granting dispensations (see **i, ii and iii** above).
- c. The completed form requesting a dispensation should be submitted to the Town Clerk by, at the latest, 8am on the morning of the day (excluding non-working days) before the meeting for which the dispensation is required. This will allow Councillors time to view an agenda, establish whether they have a Disclosable Pecuniary Interest and if they wish to apply for a dispensation.
- d. It should also give sufficient time to seek any advice required from the Monitoring Officer at Wokingham Borough Council to provide a decision on the request to the Councillor concerned before the meeting. However, it should be noted that the earlier the request is received the more likely it is to be considered in time for the relevant meeting.
- e. Under these arrangements Full Council also retains the power to consider and grant dispensations at its meetings.

WOODLEY TOWN COUNCIL - DISPENSATION REQUEST FORM

| | |
|---|--|
| Name of Councillor | |
| Meeting and item of business for which the dispensation is being sought | |
| Reason for dispensation | |
| Length of dispensation required (no longer than 4 years) | |

Signed

Date

On completion, please send this form to Deborah Mander, Town Clerk

The Oakwood Centre OR townclerk@woodley.gov.uk
Headley Road
Woodley
RG5 4JZ

Please note that if this dispensation request is not granted the Town Clerk will inform you of this and the reason(s) for the decision.

The Dispensation sought on the above grounds is granted by the Town Clerk, in line with the Council's Code of Conduct and Dispensations Procedure.

Signed

Date

APPENDIX F

FREQUENTLY ASKED QUESTIONS

1. STANDING ORDERS

Q1.1 Can a resident ask for a Standing Order to be suspended or changed?

A1.1 No. Only Councillors can do this. See **1.f**.

Q1.2 As a Councillor do I have to obey all Standing Orders?

A1.2 Yes, without exception.

Q1.3 Can a Councillor suspend any particular Standing Order on any item?

A1.3 In certain circumstances yes. See **1.3**.

Q1.4 How does a Councillor change or add a Standing Order?

Q1.4 **1.2** provides full details as to how to do this.

2. POLITICAL BALANCE

Q2.1 I am not in any group, am I entitled to any places on any Committee?

A2.1 No – only groups are entitled to places. See **2.1.c**.

Q2.2 Do groups have to be aligned to a political party?

A2.2 No – like minded Councillors can combine to form a Group.

Q2.3 I am in a small group which does not get many places allocated to it, why?

A2.3 Woodley Town Council operates on a strict proportionality model which means the larger the group the more places they get allocated. It also means some groups may miss out on specific committees. See **2.2**.

3. COMMITTEES – GENERAL

Q3.1 Can I, as Councillor, speak at any time during a meeting?

A3.1 Not really, see **3.2** for what you have to do.

Q3.2 I do not understand what the “Proper Officer” is?

A3.2 **3.6.1** has a list of the main roles with an associated explanation.

Q3.3 Motion requiring written notice, Motion without written notice, Statutory Question & Non-Statutory Question are terms I am not familiar with. What do they mean?

A3.3 **3.6.2** has a list of the main terms with an associated explanation.

Q3.4 What is a Point of Order?

A3.4 This is when a Councillor believes Standing Orders or the Law has been breached and ONLY refers to this. **3.6.2.m** has full details.

Q3.5 What is a Point of Personal Explanation?

A3.5 This is where a Councillor, following a speech they have made, believes that something has been misunderstood. **3.6.2.n** has full details.

Q3.6 If another Councillor mentions me in their speech can I try and clarify my position through a Point of Personal Explanation?

A3.6 No. This can only be used to clarify anything in a speech you have made. See **3.6.2.n**.

4. COMMITTEES – HYBRID MEETINGS

Q4.1 Can I watch any meeting over the internet?

A4.1 All Full Council and Standing Committee meetings only are broadcast live on the Councils YouTube channel (see **4.1.b**).

Q4.2 As a Councillor, if I can only attend as a virtual participant can I vote on any agenda item?

A4.2 Unfortunately, legally, the answer is no. You can fully participate in any discussion (see **4.2.1.a**).

Q4.3 As a Councillor, if I can only attend as a virtual participant does this count as a formal attendance for the 6 month rule?

A4.3 Unfortunately, legally, the answer is no. (see **4.2.2.a**).

Q4.4 Are any of the live broadcasts recorded and are they available to be viewed by anyone?

A4.4 All live broadcasts are recorded and retained on the Councils YouTube channel for an indefinite period subject to limitations on capacity (see **4.4**).

5. COMMITTEES - RECORDING

Q5.1 Can I photograph or record any committee meeting?

A5.2 Yes. See Section **5** for details.

6. COMMITTEES TYPE

Q6.1 What is the difference in the types of Committees we have?

A6.1 Section **6** provides full details of all types of Committees.

Q6.2 How do these Committees get created, changed or disbanded?

A6.2 Again certain parts of section **6** details how this is done.

Q6.3 I have heard the phrase “Task and Finish Working Group” – what is it?

A6.3 It is a working group set up for a specific task and when that task has been finished it is disbanded. See **6.5**.

Q6.4 Do any Committees other than Task & Finish Working Groups ever get disbanded?

A6.4 Generally not but they are reviewed at every Annual Council Meeting. See **13.3.2**.

Q6.5 What does a Parent Committee mean?

A6.5 This refers to the Committee who set up the other committee and is where that committee reports into. See **6.1.f**.

7. COMMITTEES – AUTHORITY

Q7.1 What authority does each type of committee have?

A7.1 **Section 7** has full details of the authority for all types.

8. COMMITTEES – TERMS OF REFERENCE

Q8.1 Do all committees, regardless of type, have Terms of Reference?

A8.1 Yes. **Section 8** has full details.

Q8.2 Who “owns” these Terms of Reference?

A8.2 They are owned by the Parent Committee who can create, amend and delete them through a vote at their Committee. **Section 8** has full details.

- Q8.3** Is there any automatic review of the Terms of Reference?
Q8.3 With the exception of all Standing Committees, yes at the Annual Council meeting.
See **Section 8**.

9. COMMITTEES – MEMBERSHIP

- Q9.1** Are there any restrictions on membership of any Committee?
A9.1 Yes – see **9.4**.
- Q9.2** How can I get on a Committee?
A9.2 There are rules (see Standing Order **section 2**) that dictate what places are available. You then need your Group to nominate you. See **9.5**.
- Q9.3** Are there any appointments that do not use the “Political Balance” rules?
A9.3 Yes – appointments to Outside Organisations do not use them. See Standing Order **9.6**. Also any Standing Order could be suspended by an agreed motion without notice (see **16.5.xvi**).
- Q9.4** Can a non Councillor be appointed to a Committee or Outside Organisation?
A9.4 Yes to both. Partnerships are specifically designed to include non Councillors. See **9.6** and **9.7**.

10. COMMITTEES – CHAIRMAN AND VICE-CHAIRMAN

- Q10.1** What is the difference between the Mayor and a Chairman?
A10.2 The Chairman of any Full Council meetings is known as the Mayor. They have exactly the same roles and responsibilities of any other Committee Chairman. See **3.6.1** for a definition of these roles.
- Q10.2** How are Chairman and Vice-Chairman elected?
A10.2 **Section 10** has full details of how this happens.
- Q10.3** What happens if the Mayor or a Chairman is absent from the meeting?
A10.3 The Deputy Mayor or Vice-Chairman will take on the role of Chairman for that meeting only. If neither are present then a Councillor will be chosen by the Councillors present. See **10.5**.
- Q10.4** Who decides who will be Chairman or Vice-Chairman?
A10.5 It is **ONLY** the members of the Committee who will elect these roles. See **10.3** and **10.4**.

11. COMMITTEES – FREQUENCY OF MEETINGS

- Q11.1** How frequent are meetings held?
A11.1 **Section 11** has full details.
- Q11.2** What happens to any unfinished business at end of meeting?
A11.2 It is held over to the next meeting of that Committee. See **11.6**.

12. COMMITTEES - ATTENDANCE

- Q12.1** Are there any limitations on the Public attending a meeting?
A12.1 The Public can attend certain Committees. See **12.1.a**.
- Q12.2** Can Councillors attend any meeting?
A12.2 With the exception of the Personnel Sub-Committee all Councillors can attend any meeting. See **12.1.b** and **12.1.d**.

Q12.3 How many members of a Committee need to attend for it to be Quorate?

A12.3 One third of total membership of that Committee or three whichever is the greatest. See **12.3**.

13. COMMITTEES - AGENDA

Q13.1 How proscriptive are the Agendas of Committees?

A13.1 In essence Full Council meetings are the only ones with predefined Agendas (see **13.3.1**). Other Committees Agendas have a certain number of mandatory items (see **13.1.b**). All Committees can have additional items.

Q13.2 Are there any opportunities for Residents to ask questions?

A13.2 Yes. At every Full Council meeting a Town Forum is held to allow questions. See **13.2**.

14. COMMITTEES – QUESTIONS

Q14.1 Can residents ask questions?

A14.1 At Full Council meetings they can during the Town Forum (see **13.2**). At any other meeting they can only if the Chairman permits it (see section **14**).

Q14.2 Can Councillors who are not members of the Committee ask questions?

A14.2 ONLY at the discretion of the Chairman of that Committee. See **14.3**.

Q14.3 Can Councillors and / or the Public ask questions on any business?

A14.3 No. Questions have to be on an Agenda Item. See **14.1.c**.

Q14.4 Can Councillors and / or the Public have a discussion following a question?

A14.4 No discussions will be entered into following an answer to a question. See **14.1.h**.

Q14.5 Can Councillors ask multiple questions on an Officers report?

A14.5 Only if the Chairman permits it. See **14.4.b**.

15. COMMITTEES - RECOMMENDATIONS

Q15.1 What is the difference between A Motion, Proposal and Recommendation?

A15.1 A Motion is an action with Proposer, Seconder and a debate (see **3.6.2.e & f**). A Proposal is an action with Proposer and a Seconder and NO debate (see **3.6.2.g**). A Recommendation does not need a Proposer, Seconder, NO debate but questions and statements allowed (see **3.6.2.h**).

Q15.2 Is there a time limit on any Recommendations discussions?

A15.2 Yes – 30 minutes (see **15.c & d**).

Q15.3 Where do Recommendations come from?

A15.3 Usually from reports written by Officers. These reports are the outcome of a discussion in a committee on a particular topic (See **15.1 & 15.2**)

Q15.4 What is the difference between a Question and a Statement?

A15.4 A question is where a Councillor seeks clarification on any aspect of the Recommendation (see **15.3**). A Statement is a Councillor putting their point of view on the recommendations (see **15.4**).

16. COMMITTEES – MOTIONS

Q16.1 Are Motions with written notice allowed at every meeting?

A16.1 They are only allowed at Full Council meetings. This does not include the Annual Meeting. See **16.3.1**.

Q16.2 What is a Motion without notice?

A16.2 These are motions, but not Proposals, that can be proposed during the meeting. See **16.5**.

Q16.3 Can any motion, with or without notice be amended?

A16.3 Essentially yes. See **16.6**.

Q16.4 Can any motion or an amendment be withdrawn?

A16.4 Essentially yes. See **14.7**.

17. COMMITTEES – RULES OF DEBATE

Q17.1 Can a Councillor speak more than once on a motion or amendment?

A17.1 In general No but there are exceptions. See Standing Order **17.2.5**.

Q17.2 Can a new Motion be proposed during debate on a Motion?

A17.2 In general No but there are exceptions. See **17.2.7**.

Q17.3 Can a Chairman or Mayor speak during a debate?

A17.3 Yes. See **17.1.c**.

Q17.4 How do you debate an Officers Report?

Q17.4 The rules are different and allow multiple questions. See **17.3**.

18. COMMITTEES – VOTING

Q18.1 If an agenda item is “to note” is there a vote on it?

A18.1 No. See **18.1.a**.

Q18.2 How is an approval obtained?

A18.2 For Special Motions two thirds majority of those present is required. For everything else a simple majority of those present will suffice. In both cases see **16.2**.

Q18.3 Can anyone vote on an Agenda Item?

A18.3 Only members of the Committee where the Agenda Item is being discussed can vote. See **18.1.b**.

19. COMMITTEES – MINUTES

Q19.1 Are published minutes verbatim?

A19.1 No. See **19.1.a**.

Q19.2 Can any discussion be had on draft minutes?

A19.2 **ONLY** in terms of their accuracy and nothing else. See **19.4**.

Q19.3 Can any Councillor who is not on the relevant Standing Committee discuss any item on their minutes?

A19.3 No. Only Councillors who are part of that Standing Committee can discuss their accuracy. See **19.4.b**.

20. COUNCILLORS - CODE OF CONDUCT

Q20.1 How are complaints handled?

A20.1 Wokingham Borough Council is the organisation that reviews any Code of Conduct complaint. See **20.8.3**, **20.8.4** and **section 20**.

21. COUNCILLORS – CO-OPTION

Q21.1 Can a vacancy be filled through co-option?

A21.1 Yes, but only if no by-election has been called. See **section 21**.

22. COUNCIL – EXPENDITURE

Q22.1 When is a budget and precept be set for the following financial year?

A22.1 The Full Council Meeting in February of the year before the new financial year. See **22.3**.

23. COUNCIL - DOCUMENTS

Q23.1 Can Councillors inspect any document?

A23.1 Yes as long as it is for the purpose of their official duties. See **23.1.c**.

24. COUNCIL – EMPLOYEES

Q24.1 As a Councillor I have just been contacted by a candidate for a job with the Council. What should I do?

A24.1 You should not discuss anything with them and inform the Town Clerk of the contact. See **24.1.a**.

Q24.2 Who appoints the Town Clerk and other senior appointments?

A24.2 For these roles a panel of Councillors is convened to carry out this task. See **24.2.c**.

25. COUNCIL – PRESS

Q25.1 As a Councillor can I talk to the Press?

A25.1 As long as you do not talk on behalf of the Town Council and you make it clear that you are speaking in your personal capacity. See **25.2.b**.

26. COUNCIL – SPECIAL ROLES

Q26.1 What does the Mayor do?

A26.1 Standing Order **26.1** defines what the role of the Mayor and others are.

27. COUNCIL – TOWN CLERK

Q27.1 What are the duties of the Town Clerk?

A27.1 Standing Order **27** provides an extensive list of these duties.

APPENDIX G

CROSS REFERENCE WITH OLD STANDING ORDERS

| OLD | | | SUBJECT | NEW | | OLD | | SUBJECT | NEW |
|-----------|-----|---------|------------------------------|---------|-----------|-----|----------|---|----------|
| | | | INTRODUCTION | | | | 1.s.vi | Mayor communications | 13.3.1 |
| | | | MAYOR definition | 3.6.1.d | | | 1.s.vii | Leader communications | 13.3.1 |
| | | | Statutory Standing Orders | 1.1 | | | 1.s.viii | Last meeting business | 13.3.1 |
| | | | CHAIRMAN definition | 3.6.1.b | | | 1.s.ix | Minutes of working parties & committees | 13.3.1 |
| | | | Groups | 2.1 | | | 1.s.x | Officer reports | 13.3.1 |
| | | | Allocation of Places | 2.2 | | | 1.s.xi | Sealing of documents | 13.3.1 |
| 1. | | | FULL COUNCIL MEETINGS | | | | 1.s.xii | Motions | 13.3.1 |
| | 1.a | | 3 clear days | 3.3.a | | | 1.s.xiii | Outside body reports | 13.3.1 |
| | 1.b | | Place of meetings | 3.4.a | | | 1.s.xiv | Any other business | 13.3.1 |
| | 1.c | | Access to meetings | 12.2 | | | 1.t | Order of business | 13.3.a |
| | 1.d | | Councillor speaking | 3.2 | 2. | | | ANNUAL COUNCIL MEETING | |
| | 1.e | | One person speaking | 3.2.c | | | 2.a | In an election year | 11.3.1.b |
| | 1.f | | Recording meetings | 4 | | | 2.c | 8pm start | 11.3.1.e |
| | 1.g | | Press facilities | 25.1 | | | 2.d | Ordinary meetings | 10.4.a |
| | 1.h | | Deputy Town Mayor role | 10.5.a | | | 2.e | Mayor election | 10.2.a |
| | 1.i | | Presiding at a meeting | 10.5.1 | | | 2.f | Tenure of Town Mayor | 10.2.d |
| | 1.j | | Voting at meetings | 18.1.j | | | 2.g | Tenure of Deputy Town Mayor | 10.2.e |
| | 1.k | | Casting Vote | 18.1.e | | | 2.h | Mayor change – not elected | 18.2.b |
| | 1.l | | Recording votes | 18.1.g | | | 2.i | Mayor change - elected | 18.2.c |
| | 1.m | | Minutes and Councillors | 12.4.c | | | 2.j | 1 st business | 13.3.2 |
| | 1.n | | Code of Conduct | 12.1.d | | | 2.a | In an election year | 11.3.1.b |
| | 1.o | | Councillor interest | 20.1.i | | | 2.c | 8pm start | 11.3.1.e |
| | 1.p | | Quorate | 12.3.a | | | 2.d | Ordinary meetings | 11.4.a |
| | 1.q | | Inquorate | 12.3.b | | | 2.e | Mayor election | 10.2.a |
| | 1.r | | 10pm completion | 11.5 | | | 2.f | Tenure of Town Mayor | 10.2.d |
| | 1.s | | 1 st business | 13.3.1 | | | 2.g | Tenure of Deputy Town Mayor | 10.2.e |
| | | 1.s.i | Appoint Chairman | 13.3.1 | | | 2.h | Mayor change – not elected | 18.2.b |
| | | 1.s.ii | declarations of Acceptance | 13.3.1 | | | 2.i | Mayor change - elected | 18.2.c |
| | | 1.s.iii | Accuracy of Minutes | 13.3.1 | | | 2.j | 1 st business | 13.3.2 |
| | | 1.s.iv | Receive minutes | 13.3.1 | | | 2.j.ix | Elect Chairman / Vice Chairman of Standing Committees | 13.3.2 |
| | | 1.s.v | Statutory business | 13.3.1 | | | | | |

| OLD | | | SUBJECT | NEW | OLD | | | SUBJECT | NEW |
|-----------|-----|---------|---|----------|-----------|--|-----|---------------------------------|--------|
| | | 2.j.x | Other committees / working parties' appointment | 13.3.2 | | | 5.h | Code of Conduct | 12.1.d |
| | | 2.j.xi | Outside bodies appointments | 13.3.2 | | | 5.i | Councillor interest | 20.1.i |
| 3. | | | TOWN FORUM | | | | 5.j | Inqurate | 12.3.b |
| | 3.a | | Definition & when | 13.2.a | | | 5.k | Questions | 18.1.f |
| | 3.b | | Time limit | 13.2.b | | | 5.l | 10pm completion | 11.5 |
| 4. | | | STANDING COMMITTEES, SUB COMMITTEES, WORKING PARTIES | | 6. | | | SUB COMMITTEE MEETINGS | |
| | 4.a | | Creation | 6. | | | 6.a | Notice of meeting | 11.1.a |
| | | 4.a.i | Appointments time limit | 9.4.c | | | 6.b | Questions | 18.1.j |
| | | 4.a.ii | Dissolution | 6. | | | 6.c | Chairman's vote | 18.1.d |
| | | 4.a.iii | Party allocation | 2.2 | | | 6.d | Councillor's present | 12.4.c |
| | | 4.a.iv | Powers and Duties | 6. | | | 6.e | Code of Conduct | 12.1.d |
| | 4.b | | Meeting schedule | 11.2.c | | | 6.f | Councillor interest | 20.1.i |
| | 4.c | | Mayor / Leader position | 9.3.a | | | 6.g | Inqurate | 12.3.b |
| | 4.d | | Elect Chairman/Vice Chairman | 10.3 | | | 6.h | Questions | 18.1.f |
| | 4.e | | Creating sub committees / working parties | 6.4.a | | | 6.i | 10pm completion | 11.5 |
| | 4.f | | Party allocation | 2.2 | 7. | | | WORKING PARTIES | |
| | 4.g | | Dissolution | 6. | | | 7.a | Notice of meeting | 11.1.b |
| | 4.h | | Working parties' appointment | 9.1.a | | | 7.b | Councillors present | 12.4.c |
| | 4.i | | Quorum | 12.3 | | | 7.c | Code of Conduct | 12.1.d |
| | 4.j | | Rules of Debate / Interests | 17. | | | 7.d | Councillor interest | 20.1.i |
| | 4.k | | Motion explanation | 16.3.6.b | | | 7.e | Questions | 18.1.f |
| | 4.g | | Dissolution | 6. | | | 7.f | Chairman's vote | 18.1.d |
| | 4.h | | Working parties' appointment | 9.1.a | | | 7.g | Convening a meeting | 11.3.a |
| | 4.i | | Quorum | 12.3 | | | 7.h | Quorum | 12.3 |
| 5. | | | STANDING COMMITTEE MEETINGS | | | | 7.i | Inqurate | 12.3.b |
| | 5.a | | Notice of meeting | 11.1.a | 8. | | | DELEGATED POWERS | |
| | 5.b | | Public access | 12.2.a | | | 8.a | Delegation to Urgency Committee | 7.7 |
| | 5.c | | Recording | 5. | | | 8.b | Minutes | 19.6 |
| | 5.d | | Press facilities | 25.1 | | | 8.c | Extreme urgency | 27.1.q |
| | 5.e | | Questions | 18.1.j | | | 8.d | Agenda Distribution | 11.1.b |
| | 5.f | | Chairman's vote | 18.1.d | | | 8.e | Councillor attendance | 12.1.b |
| | 5.g | | Councillors present | 12.4.c | | | 8.f | Public access | 12.2.a |
| | | | | | | | | | |
| | | | | | | | | | |

| OLD | | SUBJECT | NEW | | OLD | | SUBJECT | NEW |
|------------|------|---|-------------------------|------------|------------|-------------|---------------------------------------|--------------|
| 9. | | RECORDING ATTENDANCE | | | | 13.a.vii | Close / adjourn debate | 16.5.a.xiii |
| | 9.a | Signing attendance sheet | 12.4.a | | | 13.a.viii | Refer to another committee | 16.5.a.iv |
| 10. | | ATTENDANCE AT ALL MEETINGS | | | | 13.a.ix | Appoint committee / sub committee | 16.5.a.v |
| | 10.a | Councillor entitlement | 12.1.b | | | 13.a.x | Committee / sub committee nominations | 9.5.c |
| 11. | | PROPER OFFICER | | | | 13.a.xi | Dissolve committee / sub committee | 6.3.1.b |
| | 11.a | Responsibilities | 3.6.1.h | | | 13.a.xii | Minutes of committee / sub committee | 19.3.a |
| 12. | | MOTIONS – WRITTEN NOTICE | | | | 13.a.xiii | committee/sub committee report | 16.5.a.vi |
| | 12.a | Agenda inclusion | 16.3.1.b | | | 13.a.xiv | Consider report from others | 16.5.a.vii |
| | 12.b | Notice of motion | 16.3.2.a | | | 13.a.xv | Sealing legal deeds | 16.5.a.viii |
| | 12.c | Submission by email | 16.3.2.a | | | 13.a.xvi | Amend a motion | 16.5.a.x |
| | 12.d | Confirm receipt | 16.3.3.f | | | 13.a.xvii | Withdraw a motion | 16.5.a.ix |
| | 12.e | Minor corrections | 16.3.3.e | | | 13.a.xviii | Extend speech time limit | 16.2.4.c |
| | 12.f | Unclear motion | 16.3.3.c | | | 13.a.xix | Exclude press & public | 16.5.a.xvii |
| | 12.g | Unlawful / improper motion | 16.3.3.d | | | 13.a.xx | Exclude Councillor /Public | 16.5.a.xviii |
| | 12.h | Proper officer decision is final | 16.3.3.d | | | 13.a.xxi | Council consent | 16.5.a.xix |
| | 12.i | Numbering motions | 16.3.3.g | | | 13.a.xxii | Suspend standing order | 16.5.a.xvi |
| | 12.j | Rejection recorded | 16.3.3.k | | | 13.a.xxiii | Adjourn meeting | 16.5.a.xiv |
| | 12.k | Relevance | 16.3.3.i | | | 13.a.xxiv | Outside body appointment | 9.6 |
| | 12.l | Referral of motion | 16.3.6.a | | | 13.a.xxv | Answer Councillor questions | 14.1.a |
| 13. | | MOTIONS – WITHOUT WRITTEN NOTICE | | | 14. | | RULES OF DEBATE | |
| | 13.a | list | 16.5.a | | | 14.a | 5 minute speech limit | 17.2.4.b |
| | | 13.a.i | Appoint a chairman | 16.5.a.i | | 14.b | Who can speak? | 17.1.c |
| | | 13.a.ii | Accuracy of minutes | 16.5.a.ii | | 14.A | RULES OF DEBATE - MOTIONS | |
| | | 13.a.iii | Inaccuracy of minutes | 16.5.a.ii | | 14.A.a | Order of motions | 16.3.4.a |
| | | 13.a.iv | Last meeting business | 11.5.c | | 14.A.b | Proposed & Seconded | 16.2.1.a |
| | | 13.a.v | Alter order of business | 16.5.a.iii | | 14.A.c | Reserve the right to speak | 16.2.3.a |
| | | 13.a.vi | Move to next business | 16.5.a.xi | | 14.A.d | Motion not moved | 16.3.4.b |
| | | | | | | 14.A.e | Right of reply | 16.2.6.a |

| OLD | | | SUBJECT | NEW | | OLD | | | SUBJECT | NEW |
|-------------|--------|-------------|-------------------------------------|---------------|--|-----|--------|--|---|----------|
| | 14.A.f | | Speaking only once | 17.2.5.a | | | 14.B.l | | Right of reply original motion proposer | 17.2.6.b |
| | 14.A.g | | Interruption | 17.2.5.a | | | 14.B.m | | Withdraw amendment | 17.7.1.a |
| | 14.A.h | | Interruption decision | 3.6.2.n | | 15. | | | CODE OF CONDUCT | |
| | 14.A.i | | Withdraw a motion | 17.7.1.a | | | 15.a | | observance | 20.1.b |
| | 14.A.j | | Exception for new motion | 17.2.7 | | | 15.b | | Register of Councillors interest | 20.1.h |
| | | 14.A.j.i | Amend the motion | 17.2.7.a.ii | | | 15.c | | Publishing register | 20.1.h |
| | | 14.A.j.ii | Proceed to next business | 17.2.8.a.i | | | 15.d | | Pecuniary interest | 20.2 |
| | | 14.A.j.iii | Adjourn the debate | 17.2.8.a.iii | | | 15.e | | Pecuniary interest – withdrawal | 20.3 |
| | | 14.A.j.iv | Put motion to vote | 17.2.8.a.ii | | 16. | | | QUESTIONS FROM COUNCILLORS | |
| | | 14.A.j.v | Person to be silent | 17.2.7.a.vi | | | 16.a | | Asking Mayor | 14.1.b |
| | | 14.A.j.vi | Refer motion to another committee | 17.2.7.a.viii | | | 16.b | | Ask Chairman | 14.1.b |
| | | 14.A.j.vii | Exclude press & public | 17.2.7.a.v | | | 16.c | | Put & answered without discussion | 14.1.h |
| | | 14.A.j.viii | Adjourn the meeting | 17.2.8.a.iv | | | 16.d | | Recording in minutes | 14.1.k |
| | | 14.A.j.ix | Suspend standing order | 17.2.7.a.vii | | 17. | | | MINUTES | |
| | 14.a.k | | Sufficient debate | 17.2.8.b | | | 17.a | | Accuracy | 19.4.a |
| 14.B | | | RULES OF DEBATE - AMENDMENTS | | | | 17.b | | Agreed by resolution | 19.4.d |
| | 14.B.a | | Proposed & Seconded | 16.6.b | | | 17.c | | inspection | 19.5.b |
| | 14.B.b | | Reserve the right to speak | 16.2.3.a | | 18. | | | DISORDERLY CONDUCT | |
| | 14.B.c | | Moving amendments | 16.6.a | | | 18.a | | obstruction | 20.7.2.a |
| | 14.B.d | | Type of amendment | 16.6.i | | | 18.b | | Silence Councillor | 20.7.2.b |
| | | 14.B.d.i | Leave out words | 16.6.i.i | | | 18.c | | Disobey 18.b | 20.7.2.d |
| | | 14.B.d.ii | Add words | 16.6.i.ii | | 19. | | | RECISSION OF RESOLUTIONS | |
| | | 14.B.d.iii | Leave out / add words | 16.6.i | | | 19.a | | Reversal process | 16.4.1.a |
| | 14.B.e | | Negating original motion | 16.6.c | | | 19.b | | 6 month rule | 16.3.3.l |
| | 14.B.f | | One amendment at a time | 16.6.j | | 20. | | | APPOINTMENTS VOTING | |
| | 14.B.g | | Joining amendments | removed | | | 20.a | | More than 2 nominations | 18.3 |
| | 14.B.h | | Limit on amendments | 16.6.d | | 21. | | | CO-OPTION | |
| | 14.B.i | | Amendments order | 16.6.g | | | 21.a | | Co-option procedure | 21 |
| | 14.B.j | | Substantive motion | 16.6.l | | | | | | |
| | 14.B.k | | Right of reply | 17.2.6.a | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

| OLD | | SUBJECT | NEW | | OLD | | SUBJECT | NEW |
|------------|------|-----------------------------------|----------|------------|------|---------|--|-------------|
| 22. | | EXPENDITURE | | | | 30.a.i | Inspect land / premises | 20.7.1.a.i |
| | 22.a | Financial regulations | 22.1.a | | | 30.a.ii | Instruct employees | 20.7.1.a.ii |
| | 22.b | Delegated authorisation | 22.1.b | 31. | | | CONFIDENTIAL BUSINESS | |
| 23. | | LEGAL DEEDS | | | 31.a | | Disclosure | 12.7.a |
| | 23.a | Safety of seal | 23.2.a | | 31.b | | Breach of disclosure | 12.7.b |
| | 23.b | Resolution to seal | 23.2.b | 32. | | | PRESS / MEDIA | |
| | 23.c | Witnesses | 23.2.c | | 32.a | | Who can talk to them | 25.2.a |
| 24. | | EXTRAORDINARY MEETINGS | | 33. | | | COUNCIL EMPLOYEES | |
| | 24.a | Convene meeting | 11.3.2.a | | 33.a | | Exclusion of press / public | 24.2.a |
| | 24.b | Convene meeting by 2 Councillors | 11.3.2.b | | 33.b | | Employee conditions | 24.2.b |
| | 24.c | Chairman can convene | 11.4 | | 33.c | | Recruitment panel | 24.2.c |
| 25. | | SPECIAL MEETINGS | | | 33.d | | Confidential papers | 24.2.d |
| | 25.a | Convening meeting | 11.4.d | | 33.a | | Exclusion of press / public | 24.2.a |
| 26. | | FINANCIAL STATEMENTS | | | 33.b | | Employee conditions | 24.2.b |
| | 26.a | Approval | 22.2.a | | 33.c | | Recruitment panel | 24.2.c |
| | 26.b | Budget estimates | 22.2.b | | 33.d | | Confidential papers | 24.2.d |
| | 26.c | Statements | 22.2.c | 34. | | | LIASION WITH WBC | |
| | 26.d | Annual governance of Council | 22.2.d | | 34.a | | Borough Councillor meeting invitations | 12.1.g |
| 27. | | BUDGET ESTIMATES / PRECEPT | | 35. | | | CHANGES TO STANDING ORDERS | |
| | 27.a | Approval | 22.3.a | | 35.a | | Suspension | 1.3.a |
| 28. | | CANVASSING COUNCILLORS | | | 35.b | | Addition or variation | 1.2.b |
| | 28.a | Appointment | 24.1.a | | 35.a | | Suspension | 1.3.a |
| | 28.b | Promoting a candidate | 24.1.b | | 35.b | | Addition or variation | 1.2.b |
| | 28.c | Tenders | 24.1.c | 36. | | | STANDING ORDERS TO COUNCILLORS | |
| 29. | | DOCUMENT INSPECTION | | | 36.a | | Given to Councillor | 1.a |
| | 29.a | Inspection | 23.1.c | 36. | | | STANDING ORDERS TO COUNCILLORS | |
| | 29.b | Personal information | 23.1.b | | 36.a | | Given to Councillor | 1.a |
| 30. | | UNAUTHORISED ACTIVITIES | | | 36.b | | Chairman's decision final | 1.4.b |
| | 30.a | Councillor authority | 20.7.1.a | | 36.c | | Possible exclusion | 1.b |
| | | | | | | | | |
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APPENDIX H

**TERMS OF
REFERENCE**

Incorporating

**POWERS AND
DUTIES**

**Woodley Town
Council**

- a. All Committees, regardless of type (see **6.1.b**), will have a Terms of Reference (see **7**).
- b. All Standing Committees and the Full Council will have a special form of Terms Reference known as Powers and Duties. In this case any reference to Terms of Reference should be interpreted as a reference to the Powers and Duties.
- c. The following pages contain the Terms of Reference for all Committees
 - i. Full Council
 - ii. Strategy and Resources Committee
 - iii. Leisure Services Committee
 - iv. Planning and Community Services Committees
 - v. Investments Sub-Committee (was Investments Working Party)
 - vi. Risk Management Sub Committee (was Risk Management Working Party)
 - vii. Standing Orders and Financial Regulations Sub-Committee (was Standing Orders and Financial Regulations Working Party)
 - viii. PR / Marketing Sub-Committee (was PR / Marketing Working Group)
 - ix. Personnel Sub-Committee
 - x. Climate Emergency Sub-Committee (was Climate Emergency Working Party)
 - xi. Woodford Park Leisure Centre Regeneration Sub-Committee (was Woodford Park Leisure Centre Regeneration Task & Finish Group)
 - xii. Community Youth Partnership
 - xiii. 3G Pitch Sub-Committee (was 3G Pitch Steering Group)
 - xiv. Cycling in Woodley Sub-Committee (was Cycling in Woodley Working Party)
 - xv. Bulmershe SULV Joint Sub-Committee (was Bulmershe SULV Joint Working Party)
 - xvi. Town Centre Partnership

FULL COUNCIL

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|------------------|
| 1.0 | 01.01.19 | no | Original version |
| | | | |

1. PARENT COMMITTEE

- a. NONE

2. SIZE

- a. 25 Councillors

3. DUTIES AND POWERS

- a. Agreeing a Budget
- b. Setting the Town Council Tax Precept rate.
- c. Borrowing Money.
- d. Approving the end of Year Accounts and Annual Return.
- e. Incurring capital or revenue expenditure which is over and above the Council's approved budget.
- f. Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers of Town Clerk provisions.
- g. Fixing the number of Committees, and the names and number of Councillors appointed to each Committee, regardless of type (see **6.1.b**).
- h. Determining the functions and construction of all Committees, regardless of type (see **6.1.b**), through their Terms of Reference.
- i. Fixing the dates of routine meetings of the Council and Standing Committees.
- j. Appointing or nominating persons to fill vacancies on outside bodies.
- k. Making of Orders under any Statutory Powers.
- l. Important matters of principle or policy which have been referred directly by Committees or Officers.
- m. Prosecution or defence in a Court of Law.
- n. The production and adoption of the Annual Report.
- o. Ratification of the appointment of the post of Town Clerk.

STRATEGY AND RESOURCES COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 1.0 | 01.01.16 | no | Original version |
| 1.1 | 10.05.16 | Yes | |
| 1.2 | 26.04.22 | Yes | WTCMI Reference updated to Woodley Town Centre Partnership; Replaced 'Head Groundsmen' references to 'Amenities Manager' |
| 1.3 | 10.05.22 | Yes | Added frequency of meetings |
| 1.4 | 28.02.23 | Yes | Membership increased from 9 Councillors to 10 at FC (28.02.23) |
| | | | |

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
- b. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
- c. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that Committee's estimates, providing that savings cannot be found within the requesting Committee's estimates and that funds are available.
- d. To inform and advise the Council on the annual capital program projects.
- e. To manage the Committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the Committee.
- f. To authorise expenditure on capital schemes approved by the Council.
- g. To recommend to Council the borrowing of funds and the raising of loans.
- h. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
- i. To manage the Council's long term investment portfolio.
- j. To appoint the Council's investment adviser.
- k. To appoint the Council's internal auditor.
- l. To receive and consider internal audit reports.
- m. To give guidance and instructions to spending committees and officers for the formulation of forward programs and financial guidelines.

- n. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
- o. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
- p. To oversee the management and development of The Oakwood Centre.
- q. To oversee the Council's role as a partner in the Woodley Town Centre Partnership (TCP).
- r. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- s. To deal with all leases and licences.
- t. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- u. To supervise communications between the Council and the public.
- v. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- w. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- x. To oversee the administration of the Council's offices and depots.
- y. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- z. To make appointments to the following management posts: (as at May 2016: Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager)
- aa. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
- bb. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- cc. To liaise and foster good relations with local authority associations.
- dd. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one Committee on a particular matter differ[s] from the recommendation of another Committee on the same matter.
- ee. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the Committee and to delegate such powers as vested in the Committee.
- ff. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- gg. To award grants in line with Section 137 of the Local Government Act 1972.

LEISURE SERVICES COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 1.0 | 01.01.16 | No | Original version |
| 1.1 | 10.05.16 | Yes | |
| 1.2 | 04.05.22 | Yes | Added frequency of meetings |
| 1.3 | 28.02.23 | Yes | Membership increased from 9 Councillors to 10 at FC (28.02.23) |
| | | | |

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 5 times each year around the Full Council meeting cycle.

4.2. TERMS OF OPERATION

- a. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
- b. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- c. To provide, manage and promote the use of Woodford Park Leisure Centre by the general public.
- d. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- e. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- f. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- g. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- h. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- i. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
- j. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- k. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- l. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- m. To provide and promote sports and leisure courses and activities, both in-house and

through agencies, to residents and the general public.

- n. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- o. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
- p. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- q. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- r. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- s. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- t. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- u. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- v. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- w. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- x. To consider, where appropriate, the environmental impact on decisions being made by the committee.

PLANNING AND COMMUNITY COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 1.0 | 01.01.16 | No | Original version |
| 1.1 | 10.05.16 | Yes | |
| 1.2 | 10.05.22 | Yes | Added frequency of meetings |
| 1.3 | 28.02.23 | Yes | Membership increased from 9 Councillors to 10 at FC (28.02.23) |
| | | | |

1. TYPE OF COMMITTEE => Standing Committee

2. PARENT COMMITTEE => Full Council

3. SIZE => 10 Councillors

4. DUTIES AND POWERS

4.1. MEETINGS

Meetings of the standing committee will take place 13 times each year, approximately every four weeks. This is in order to effectively review the volume of planning applications received over the year.

4.2. TERMS OF OPERATION

- a. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
- b. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
- c. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
- d. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
- e. To propose new street names and maintain and review a list for that purpose.
- f. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- g. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed by a Borough Councillor for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a Town Councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
- h. To receive notification of:
 - i. planning applications
 - ii. planning decisions
 - iii. planning appeals
 - iv. consent for tree works
 - v. enforcement matters
 - vi. neighbour consultations
 - vii. permitted development certificates
 - viii. other matters relating to the planning process

- i. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
- j. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
- k. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
- l. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
- m. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
- n. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
- o. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
- p. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
- q. To review nominations for the annual Citizens Awards and appoint the award winners.
- r. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
- s. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- t. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
- u. To consider, where appropriate, the environmental impact on decisions being made by the Committee.
- v. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

INVESTMENTS SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25.08.20 | no | Original version |
| 1.1 | 20.01.22 | yes | Renamed from 'Working Party' to 'Sub Committee' |
| 1.2 | 10.02.22 | Yes | Change to frequency of meetings – from quarterly to at least once per year. |
| 1.3 | 22.11.22 | Yes | S&R approved increase from 4 to 5 Councillor members |
| 1.4 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.5 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

1. **TYPE OF COMMITTEE** => Sub-Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**
 - 5.1. **OVERALL PURPOSE**
 - a. The sub-committee's role is of an advisory nature with regard to the review and monitoring of the Council's long-term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.
 - 5.2. **MEETINGS**
 - a. Meetings of the sub-committee shall take place at least once each year, prior to the setting of the following year's budget. Additional meetings may be organised, as appropriate and necessary.
 - b. Officers will be in attendance at all meetings.
 - 5.3. **TERMS OF OPERATION**
 - a. To receive information on the performance of the Council's long-term investments.
 - b. To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.
 - c. To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.
 - d. To consider any other matters relating to the Council's long-term investments, and make recommendations to the Strategy and Resources Committee for decision.

RISK MANAGEMENT SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25.08.20 | no | Original version |
| 1.1 | 20.01.21 | yes | Renamed from Working Party to Sub Committee |
| 1.3 | 22.11.22 | Yes | S&R approved increase from 4 to 5 Councillor members |
| 1.4 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.5 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. To review and monitor the Risk Management Strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

5.2. MEETINGS

a. Meetings of the sub-committee will take place at least quarterly. Additional meetings may be organised, as appropriate and necessary.

b. Officers will attend the meetings of the sub-committee, as appropriate.

5.3. TERMS OF OPERATION

a. To have general oversight of the Council's Risk Management process.

b. To receive regular reports to review / scrutinize / challenge current and proposed risk management procedures and processes.

c. To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.

d. To identify, analyse and prioritise risks.

e. To determine responsibilities and actions to control risks.

f. To monitor progress on managing risks against action plans/projects.

g. To review the implementation of the risk management framework, strategy and process.

h. To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the sub-committee in respect of risk management matters.

STANDING ORDERS AND FINANCIAL REGULATIONS

SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25.08.20 | no | Original version |
| 1.1 | 20.01.21 | yes | Renamed from Working Party to Sub Committee |
| 1.3 | 22.11.22 | Yes | S&R approved increase from 4 to 5 Councillor members |
| 1.4 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.5 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

- a. The sub-committee's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.
- b. Final approval of these documents is required by Council after approval by the Strategy and Resources Committee.

5.2. MEETINGS

- a. Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.
- b. The Town Clerk will attend meetings of this Sub Committee.

5.3. TERMS OF OPERATION

- a. To provide reports of meetings to the Strategy and Resources Committee.
- b. To make recommendations to the Strategy and Resources Committee on amendments to the Council's Standing Orders, the Standing Committees and Full Council powers and duties and the financial regulations, as appropriate.
- c. The order of priority for the work of the working party shall be:
 - i. Standing orders and the powers and duties of Standing Committee and Full Council;
 - ii. Financial regulations.

PR AND MARKETING SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25.08.20 | no | Original version |
| 1.1 | 20.01.21 | yes | Renamed from Working Group to Sub Committee |
| 1.2 | 22.11.22 | Yes | S&R approved increase from 4 to 5 Councillor members |
| 1.3 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.4 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

1. **TYPE OF COMMITTEE** => Sub Committee
2. **PARENT COMMITTEE** => Strategy and Resources Committee
3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
4. **SIZE** => 4 Councillors
5. **DUTIES AND POWERS**

5.1. OVERALL PURPOSE

- a. The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

5.2. MEETINGS

- a. Meetings of the working group shall take place at least quarterly.
- b. The Communications Manager, The Town Clerk and / or Deputy Town Clerk will attend meetings of this sub-committee.
- c. To receive and consider proposals relating to the Council's PR and marketing strategies and programs.

5.3. TERMS OF OPERATION

- a. To receive advice from the Communications Manager on the Council's marketing and PR activities and future proposals.
- b. To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.
- c. To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.
- d. To support and be involved with arrangements for community activities e.g. Woodley Carnival, WW1 commemoration, Centre Stage events.
- e. To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

PERSONNEL SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25.08.20 | no | Original version |
| 1.1 | 05.08.22 | Yes | Updated reference from 'Grounds Maintenance Manager' to 'Amenities Manager' |
| 1.2 | 22.11.22 | Yes | S&R approved increase from 4 to 5 Councillor members |
| 1.3 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.4 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Strategy and Resources Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 5 Councillors

5. DUTIES AND POWERS

5.1. OVERALL PURPOSE

a. The sub-committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

5.2. MEETINGS

a. Meetings of the sub-committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

b. Officers will be in attendance at all meetings.

5.3. TERMS OF OPERATION

5.3.1. REPORTS AND ADVICE

a. To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 22.2 which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

b. To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

5.3.2. COUNCILLORS

a. Where a Councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if

practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

- b. Any Councillor appeal panels required to be constituted will, if practicable and there are sufficient Councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

5.3.3. APPOINTMENTS

- a. The panels for any appointments to be made by Councillors, as set out in 23.2.c, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable.
- b. Such a panel covers the following management posts Deputy Town Clerk, Committee Officer, Leisure Services Manager, Amenities Manager.
- c. The appointment of the Town Clerk to be made by Full Council.

COMMUNITY YOUTH PARTNERSHIP

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|---|
| 1.0 | 25/8/20 | no | Original version |
| 1.1 | 15.11.22 | Yes | LS (15/11/22) approved to increase no. of Councillor members from 4 to 5. |
| 1.2 | 28.02.23 | Yes | Membership increased from 5 Councillors to 6 at FC (28.02.23) |
| 1.3 | 16.05.23 | Yes | FC approved reduction of places from 6 to 4 |
| | | | |

- 1. TYPE OF COMMITTEE => Partnership**
- 2. PARENT COMMITTEE => Leisure Services Committee**
- 3. 6 MONTH MEETING RULE VALID (see 6.1.k)**
 - a. NO
- 4. SIZE => 4 Councillors; up to 10 representatives of Voluntary Sector organisations who work with young people.**
- 5. DUTIES AND POWERS**
 - 5.1. VOTING RIGHTS**
 - a. All members of this Partnership have equal rights to vote.
 - 5.2. OVERALL PURPOSE**
 - a. To provide an opportunity for the exchange of information on youth services and activities in Woodley Town.
 - b. Engender good working relationships between providers of youth services and activities in Woodley Town.
 - c. To enable and / or be involved in joint projects and plans to improve services and support to Woodley's young people.
 - d. To consider and make recommendations on applications to the Town Council's Youth Project Fund.
 - e. Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town Councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.
 - 5.3. MEETINGS**
 - a. Meetings of the working party shall take place at least quarterly.
 - b. Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.
 - c. Officers will be in attendance at all meetings.
 - 5.4. TERMS OF OPERATION**
 - a. To liaise with organisations and bodies providing services and activities for young people in Woodley.

- b. To receive information on activities and services to young people in the town from youth service providers.
- c. To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- d. To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- e. To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- f. To take part in joint projects to make provision for and support young people.
- g. To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- h. To consider any other matters relating to young people in Woodley.
- i. To make any recommendations outside the working party's remit to the Leisure Services Committee.
- j. To provide reports of meetings held to the Leisure Services Committee.

3G PITCH STEERING GROUP SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 1.0 | 25.08.20 | No | Original version |
| 1.1 | 20.01.21 | Yes | Renamed from Group to Sub Committee |
| 1.2 | 10.05.22 | Yes | Change to frequency of meetings – from three times per year to once per year |
| 1.3 | 28.02.23 | Yes | Membership increased from 3 Councillors to 4 at FC (28.02.23) |
| | | | |

1. TYPE OF COMMITTEE => Sub Committee

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 4 Councillors;

It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the Partner Clubs.

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

a. The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

5.2 MEETINGS

- a. The steering group shall meet at least once each year. Additional meetings may be organised, as appropriate and necessary.
- b. Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.
- c. Members from the partner clubs may send a representative if they are unable to attend a meeting.
- d. Officers will attend the meetings of the working party, as appropriate.

5.3 TERMS OF OPERATION

- a. To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- b. To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.
- c. To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.
- d. To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.
- e. To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

ANNUAL TOWN MEETING SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 0.1 | 23/05/23 | | Draft Version – pulled from previous Town Electors Working Group ToR |
| 1.0 | 27/06/23 | No | Approved by FC (27/06/23) |
| | | | |

1. **TYPE OF COMMITTEE** => Sub Committee

2. **PARENT COMMITTEE** => Full Council

3. **6 MONTH MEETING RULE VALID (see 6.1.k)**
a. NO

4. **SIZE** => 4 Councillors

5. **DUTIES AND POWERS**

5.1 OVERALL PURPOSE

The committee's role is to review the arrangements that were in place for holding previous Annual Town (previously Town Electors') meetings and to consider any new arrangements which might be appropriate to attract more residents to attend future meetings.

5.2 Meetings

The meetings of the committee shall take place each year in the run up to the Annual Town Meeting.

5.3 Terms of operation

- a. To consider the preferred date/s for future Annual Town meetings – the meeting must be held annually between 1 March and 1 June – and to make recommendations to Full Council as to the date/s on which meetings should be held.
- b. To review how the Annual Town meeting has operated in recent years.
- c. To consider ideas, arrangements and alternative structures to attract more residents to attend future Annual Town meetings.
- d. To consider how, for future Annual Town meetings, residents could be involved in suggesting and / or identifying items of interest relating to the town which could be discussed at the meetings.
- e. To make recommendations to Full Council on proposals for the 2024 Annual Town meeting and future Town Electors meetings.

BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT SUB COMMITTEE

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|---------|----------|---|
| 1.0 | 25/8/20 | no | Original version |
| 1.1 | 20/1/21 | yes | Renamed from Working Party to Sub Committee |
| | | | |

1. TYPE OF COMMITTEE => Joint Sub-Committee

2. PARENT COMMITTEE => Woodley Full Council; Earley Town Council

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. NO

4. SIZE => 2 Councillors plus 1 Substitute Councillor from Woodley Town Council
2 Councillors plus 1 Substitute Councillor from Earley Town Council

5. DUTIES AND POWERS

5.1. VOTING RIGHTS

a. All members have equal voting rights.

5.2. OVERALL PURPOSE

- a. To protect the Bulmershe Site of Urban Landscape Value (SULV), as currently defined in the Wokingham Borough Council MDD DPD Document and as shown on the attached map, from development.
- b. To ensure that each Council is fully aware of any planning applications that have the potential to impact on the Bulmershe SULV.

5.3. MEETINGS

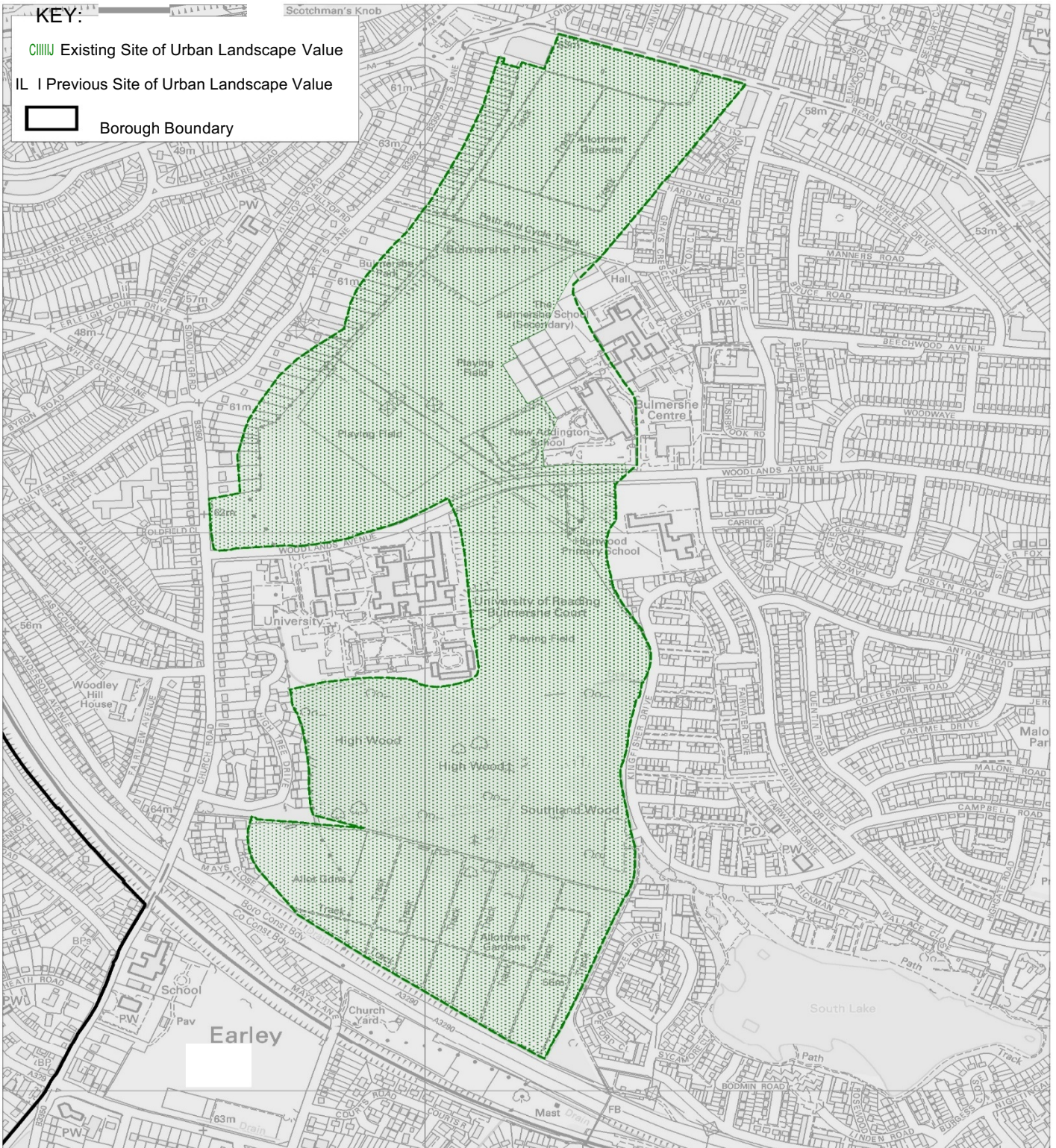
a. Meetings will be arranged as necessary.

5.4. TERMS OF OPERATION

- a. To define and maintain a joint statement on behalf of both Town Councils on reasons for the Bulmershe SULV to exist. To review all existing policies in place to protect the Bulmershe SULV.
- b. To propose joint submissions regarding planning policy, at the appropriate times.

LANDSCAPE DESIGNATIONS

Map 311 -Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3



WOKINGHAM BOROUGH COUNCIL

WOODLEY TOWN CENTRE PARTNERSHIP

| VERSION | DATE | AMENDED? | COMMENTS |
|---------|----------|----------|--|
| 1.0 | 20.01.22 | No | Approved at FC Meeting 8 February 2022 |
| 1.1 | 24.01.22 | Yes | Updated Duties & Powers (section 4), addition of sections 5 and 6. |
| 1.2 | 15.03.22 | Yes | Updated for meeting of Executive Sub Committee on 17/3/22 |
| 1.3 | 09.05.22 | Yes | 6-month rule reference added |
| | | | |

1. **TYPE OF COMMITTEE** => PARTNERSHIP

2. **PARENT COMMITTEE** => STRATEGY AND RESOURCES COMMITTEE

3. **6 MONTH MEETING RULE VALID (see 6.1k)**

a. NO

4. **SIZE =>**

- 2 Woodley Town Council Nominees*
- 2 Wokingham Borough Councillors*
- 2 Woodley Traders*
- 4 co-opted individuals*
- 1 Wokingham Borough Council Officer
- 1 Woodley Town Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

**indicates voting rights*

5. **DUTIES AND POWERS**

5.1 OVERALL PURPOSE

To maintain a vibrant and successful town centre in Woodley, making it attractive for retailers, residents and the general public.

In order to succeed in its mission, the Partnership will be non political and not aligned to any other organisation.

6. **STRUCTURE AND ORGANISATION**

The management structure of the Partnership consists of 3 main parts:

- Management Committee
- Executive Sub Committee
- Woodley Town Centre Manager

In addition, working parties may be formed as described below in 6.4

6.1 MANAGEMENT COMMITTEE

The Management Committee is the executive body of the Woodley Town Centre Partnership.

This Committee is made up of representatives of those organisations which support the

Partnership. Its role is to determine the policy and direction of the Partnership through an annual plan. Additionally, it will provide direction regarding any “ad hoc” requirements that occur from time to time.

The Committee will oversee expenditure of the Partnership’s funds, in line with the budget, set annually by the Woodley Town Centre Partnership.

The Partnership’s funds will form part of the Council's budget and will be ringfenced for use only on the direction of the Town Centre Manager or the Management Committee of the Woodley Town Centre Partnership.

Woodley Town Council will process all invoices and income relating to the Woodley Town Centre Partnership and reclaim any VAT as a Section 33 body.

Any budget over or underspend at the year end will be adjusted to a zero balanced budget using the Woodley Town Centre Partnership earmarked reserve, also held within the Town Council's funds.

Meetings Schedule

The Management Committee will normally meet 4 times a year (January, March/April, July and October). Meetings will be publicised in the most appropriate way and aimed at encouraging attendance by residents and traders. Agendas, minutes and any associated documentation will be sent out at least one clear week prior to the date of the meeting. A suitable number of spare copies will be available at the meeting for additional attendees.

Extraordinary meetings of the Management Committee will be called, as and when necessary, by the Chairman and the Vice Chairman of the Management Committee.

Attendance

Any individual will be able to attend meetings as long as they are either Woodley residents or local traders, including Market Traders. Invitations to the local police, elected Councillors who represent the area covering the town centre, a representative from the Woodley and Earley Lions and the chair of an associated locally based organisation, such as the Woodley and North Earley Community Forum, may be made if that organisation has a valid and direct bearing on the quality of life in the Town Centre.

They will be entitled to request copies of the agenda and associated documentation by application to the Woodley Town Centre Manager. These attendees are not members of the Management Committee.

Voting Members of the Management Committee

The Management Committee will comprise voting representatives from the following organisations:

- Woodley Traders (2 voting members)
- Woodley Town Council (2 voting members - nominees)
- Wokingham Borough (2 voting members – councillors)
- Up to 4 individuals co-opted by the Management Committee

Non Voting Members of the Management Committee

- Woodley Town Council Officer
- Wokingham Borough Council Officer
- Town Centre Manager
- Saturday Market Manager
- Thames Valley Police
- Beechwood School

Co-opted Members of the Management Committee

Other individuals may be co-opted as voting members on to the Management Committee following a 2/3rd majority vote of the voting members. Any co-options will be subject to the total number of voting representatives not exceeding 10 people. The co-opted members' term of office will be up to a maximum of 12 months and come to an end at the following Annual Meeting in October.

Any other resident of Woodley or local trader attending the Management Committee meeting will be encouraged to fully participate in any discussions. However, they will not be allowed to vote.

Selecting Representatives

Each organisation or grouping shall have the right to nominate its own representatives and to send substitutes to meetings of the Management Committee. Any substitutes must be current members of that organisation – e.g. the voting member for Traders must work for a current trader.

Quorum

For the meeting to be quorate a minimum attendance of 1/2 of the voting members of the Management Committee is required.

Discussion Protocol

Normal committee rules will prevail at all meetings with points raised through the Chairman. Individuals wishing to speak during a discussion need first to attract the attention of the Chairman who will invite them to speak at the appropriate time.

The Chairman will be the final arbiter of any discussion.

Chairman & Vice Chairman

The Management Committee will appoint the Chairman and Vice Chairman of the Committee to act for a 12-month period at the Annual meeting in October.

The Chairman and Vice Chairman both have voting rights at every meeting of the Executive Sub Committee and Management Committee.

The persons nominated for these positions must come from the voting membership of the Management Committee.

The Woodley Town Centre Partnership Chairman and the Vice Chairman both have voting rights at every meeting of the Woodley Town Centre Partnership Executive Sub Committee and Management Committee.

Delegation

At any time, following a majority vote, any item can be delegated to the Executive Sub Committee if it is deemed appropriate.

Town Centre Manager

The Management Committee will be responsible for appointing a paid, part time coordinator, called the Town Centre Manager. Further details are provided below under the appropriate heading.

Minutes

Minutes will be recorded of every meeting and published on the Town Council web site. Copies of the minutes will be sent to all participating organisations and to the Strategy and Resources Committee of Woodley Town Council.

6.2 Executive Sub Committee

The Executive Sub Committee is a small committee whose objective is to provide additional support and guidance to the Town Centre Manager.

It will not be able to commit any additional expenditure or allocation of resources as that authority rests solely with the Management Committee.

Meetings Schedule

The Executive Sub Committee will meet on request. The Chairman and Vice Chairman will call meetings of the Executive Sub Committee.

Attendance

All meetings will generally be restricted to the members of the Executive Sub Committee. The Chairman will have the right to agree to any additional attendance as they see fit.

Membership

Members of the Executive Sub Committee will be members of the Management Committee, and will comprise:

- Chairman
- Vice Chairman
- Woodley Town Council councillor member
- Wokingham Borough Council councillor member
- Town Centre Manager

Quorum

A minimum attendance of 3 voting members of the Executive Sub Committee.

Chairman & Vice Chairman

The Woodley Town Centre Partnership Chairman and Vice Chairman will automatically be Chairman and Vice Chairman of the Executive Sub Committee.

Delegated Responsibility – Personnel Matters-

The Executive Sub Committee will be responsible for the recruitment of staff and other personnel matters, and will report decisions or refer matters, as appropriate, to the Management Committee.

Minutes

Minutes of all meetings will be recorded and maintained by Town Centre Manager. Either written minutes or a verbal report will be provided at the next meeting of the Management Committee.

6.3 Woodley Town Centre Manager

The Town Centre Manager will be responsible for the implementation of policy, agreed projects and the co-ordination of all Woodley Town Centre Partnership activities, and any urgent operational decisions need to be agreed with the chair (or the vice chairman in the chairman's absence).

He/she will be responsible to the Management Committee for the preparation and publicity of the annual plan and on all issues of policy but will be managed, on a day-to-day basis, by the Town Clerk of Woodley Town Council.

A more detailed definition of the responsibilities of the Town Centre Manager can be found in a separate document covering the job description.

6.4 Working Parties

Additional working parties may be created, if needed, following a simple majority vote of the Management Committee.

All working parties must have fully defined terms of reference, including timescales and will report back to the Management Committee with recommendations. A working party will not be able to authorise any additional expenditure or commitment of any resource unless delegated to do so by the Management Committee.

7. OTHER

7.1 Press

Only the Chairman and Town Centre Manager, jointly, are authorised to act as press spokespersons on behalf of the Woodley Town Centre Partnership.

7.2 Changes to the Terms of Reference

Any proposal to amend these Terms of Reference must be brought to the attention of the Chairman of the Management Committee. The Chairman will then decide if the amendment goes on the next available agenda for discussion by full committee or if a small working party needs to review a more complex amendment and bring recommendations to the Management Committee. Amendments to the Terms of Reference require a 2/3rd majority vote in favour to be adopted.