

**PEMBROKE DOCK TOWN COUNCIL**  
**STANDING ORDERS AND CODE OF CONDUCT**

**PREAMBLE**

Pembroke Dock Town Council was set up on 1 April 1986 as the result of the South Pembrokeshire (Communities) Order 1985. The number of Town Councillors is as follows:-

Central	2
Llanion	5
Market	3
Pennar	5

Details of the Town Councils' areas of responsibilities are set out on pages 40 to 44 of the publication "The Good Councillor's Guide" a copy of which has been issued to every member.

In the Standing Orders and Code of Conduct which follow the word "he" can refer to "he" or "she".

## **PEMBROKE DOCK TOWN COUNCIL**

### **STANDING ORDERS**

#### **1. MEETINGS OF THE COUNCIL**

- (a)** In addition to the Annual Meeting of the Council and any Special Meetings convened by the Mayor or Members of the Council, ordinary meetings for the transaction of general business shall be held each year at the times and on the dates fixed at the Annual Meeting.
- (b)** The statutory Annual Meeting
  - (i)** In an Election year shall be held at 6.30pm on the Thursday next following the fourth day after the ordinary day of the elections to the Council;
  - (ii)** In a year which is not an Election Year shall be held at 6.30pm on the first convenient Thursday in May;
  - (iii)** Ordinary meetings of the Council shall be held in the Council Chamber at Pater Hall, Pembroke Dock at 6.30pm.

(Local Government Act 1972 Schedule 12 Part IV Paras. 23(1) – 26(3))

#### **2. CHAIRPERSON OF MEETING**

- (a)** Any power or duty of the Town Mayor in relation to the conduct of a meeting may be exercised by the person presiding at the meeting.
- (b)** At a meeting of the Council, the Mayor if present, shall preside.
- (c)** If the Mayor is absent from a meeting of the Council, the Deputy Mayor, if chosen for that purpose by the Members of the Council present, shall preside.
- (d)** If both the Mayor and Deputy Mayor are absent from a meeting of the Council, or the Deputy Mayor, being present, is not chosen, such Councillor as the members of the Council shall choose shall preside.
- (e)** The Mayor and Deputy Mayor when presiding at any Meeting of the Council or of its Committees or at any Meeting held jointly with any other authority or at any Public meeting convened by the Council or by the Mayor on its behalf, shall wear their Chains of Office.

(Local Government Act 1972 Section 34)

#### **3. QUORUM**

If during any meetings of the Council, the Mayor after counting the number of members present, declares that there is not a quorum present, the meeting shall stand adjourned. The consideration of any business not transacted shall be adjourned to a time fixed by the Mayor at the time the meeting is adjourned, or, if he does not fix a time to the next ordinary meeting of the Council. A quorum shall be not less than one-third of the members entitled to be present and in any case not less than three members.

(Local Government Act 1972 Schedule 12 Part. IV, Para.28 and Part VI Para. 45)

#### **4. ORDER OF BUSINESS**

Prior to a full Council or Annual Meeting members wishing to do so may meet in the Council Chamber for religious observance. One of their number or a member of the Town Council Staff or Mayor's Chaplain may lead any prayer/intercession/religious observance.

**(a)** At each Annual Meeting the first business shall be:-

- (i) To elect the Mayor for the ensuing year.
- (ii) To receive the Mayor's Declaration of Acceptance of Office, or if not received, to decide when it shall be received.
- (iii) To elect the Deputy Mayor for the ensuing year.

(Local Government Act 1972 Section 34)

**(b)** At every meeting other than the Annual Meeting the order of business shall be:-

- (i) To appoint a Chairperson if the Mayor is absent.
- (ii) To receive a presentation from an invited speaker (if appropriate).
- (iii) To allow members of the public to raise questions (10 Minutes max) if they wish. (The meeting is adjourned for this purpose)
- (iv) To receive such Declarations of Acceptance of Office (if any) as are required by law to be made, or if not then received to decide when they shall be received.
- (v) To deal with business expressly required by statute to be done.
- (vi) After consideration, to approve the signature of the Minutes of the last meeting by the Mayor or Presiding Chairperson as a true and correct record.
- (vii) To consider matters arising.
- (viii) To receive and consider reports from officers of the Council.
- (ix) To receive such communications as the Mayor, or Presiding Chairperson may wish to lay before Council.
- (x) To receive and consider Minutes and Recommendations of Committees.
- (xi) To consider Notices of Motion.
- (xii) To answer questions under Standing Order No. 7.
- (xiii) To authorise the signing of orders for payment.
- (xiv) Other business, if any, specified in the summons.

**(c)** Business falling under (i), (ii) and (iii) of paragraph (a) of this Standing Order shall not be displaced but subject thereto the foregoing order of business may be varied:-

- (i) By the Mayor at his discretion.

- (ii) By resolution passed on a motion, which need not be in writing, duly moved and seconded, which shall be moved and put without discussion.

## **5. NOTICES OF MOTION**

- (a) Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Town Clerk signed by the Member or Members of the Council giving the notice at least seven clear days before the next meeting of the Council.
- (b) The Town Clerk shall date every Notice of Motion when received by him, shall number each Notice in the order in which it was received, and shall enter it in a book kept for the purpose and which shall be open to inspection by every member of the Council.
- (c) The Clerk shall insert in the summons for every meeting all Notices of Motion properly given in the order in which they have been received unless the Member giving a Notice of Motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
- (d) If a Motion thus set out in the summons be not moved, either by the Member who gave Notice thereof or by some other Member on his behalf, it shall, unless postponed by consent of the Council, be treated as withdrawn, and shall not be moved without fresh notice.
- (e) Every motion shall be relevant to some matter in which the Council have powers or duties or which affects its area.

## **6. NOTICES AND AMENDMENTS WHICH MAY BE MOVED WITHOUT NOTICE**

The following Motions and Amendments may be moved without notice:-

- (a) Appointment of a Chairperson of the Meeting at which the motion is made.
- (b) Motions relating to the accuracy of the Minutes.
- (c) That an item of business specified in the summons has precedence.
- (d) Remission to a Committee.
- (e) Appointment of a committee of Members thereof occasioned by an item mentioned in the summons to the meeting.
- (f) Adoption of Reports and Recommendations of Committees or Officers and any consequent Resolutions. Any minute or recommendation being presented for confirmation or adoption at a Council Meeting, shall be open to adoption or rescission or amendment or else referred back to the appropriate Committee for consideration. The reasons why the Minute should not be adopted should be stated by the mover as briefly as possible, and then formally seconded, discussed and voted upon as an amendment to the Minute which will be regarded as a proposition.
- (g) That leave be given to withdraw a motion or amendment.
- (h) Amendments to motions.
- (i) To extend the time limit for speeches.

- (j) To proceed to the next business.
- (k) That the question be now put.
- (l) To close or adjourn a debate.
- (m) To close or adjourn a meeting.
- (n) To move suspension of Standing Orders in accordance with Standing Order No. 37.
- (o) Motions under Section 1 of the Public Bodies (Admission to Meetings) Act, 1960 to exclude the public.
- (p) That the Member named under Standing Order 11 be not further heard or do leave the meeting.
- (q) That a Member be invited to remain under Standing Order No. 16.
- (r) To give the consent of the Council where the consent of the Council is required by these Standing Orders.

(The Public Bodies (Admission to Meetings) Act 1960, Section 1)

## **7. QUESTIONS**

- (a) A Member of the Council may ask the Chairperson of a Committee any question upon an item of the Report or Minute of a Committee, when the item is under consideration by the Council.
- (b) A Member of the Council may
  - (i) If two clear days notice in writing has been given to the Town Clerk, ask the Mayor or the Chairperson of any Committee, any question on any matter in relation to which the Council has powers or duties or which affects the area administered by the Council.
  - (ii) With the permission of the Mayor, put to him or a Chairperson of any Committee, any question relating to urgent business of which such notice has not been given, but a copy of any such question shall, if possible, be delivered to the Town Clerk not later than 12 noon on the day of the meeting.
- (c) Every question shall be put and answered without discussion, but the person to whom a question is put may decline to answer.
- (d) An answer may take the form of:-
  - (i) A direct oral reply; or
  - (ii) Where the desired information is contained in a publication the Council, a reference to that publication; or
  - (iii) Where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council.

## **8. MINUTES**

- (a) The Mayor shall put the question that the Minutes of the Meeting of the Council held on a specified date be approved as a true and correct record.

- (b)** No discussion shall take place upon the Minutes, except upon their accuracy and any question of their accuracy shall be raised by motion. If no such question is raised, or if it is raised, then as soon as it has been disposed of, the Mayor shall sign the Minute.

(The Local Government Act 1972, Schedule 12, Part 6, Paras. 41 and 44)

## **9. RULES OF DEBATE FOR COUNCIL MEETINGS**

- (a)** A motion or amendment shall not be discussed unless it has been proposed and seconded, and unless notice has already been given in accordance with Standing Order No.5, it shall, if required by the Mayor, be reduced to writing and handed to the Mayor before it is further discussed, or put to the meeting.
- (b)** A Member, when seconding a motion or amendment, may if he then declares his intention to do so, reserve his speech until a late period of the debate.
- (c)** A Member shall at all times address the Mayor. If two or more Members indicate a wish to speak, the Mayor shall call on one to speak, unless a point order is indicated by the other.
- (d)** A Member shall direct his speech to the question under discussion or to a personal explanation, or to a point of order.
- (e)** No speech, except that of a proposer of a motion who shall be allowed fifteen minutes, shall exceed ten minutes, except by the consent of the Council.
- (f)** An amendment shall be relevant to the motion, and shall be either:-
  - (i)** To Refer a subject of debate to a Committee for consideration or reconsideration.
  - (ii)** To leave out words.
  - (iii)** To insert or add words.

But such omission, insertion or addition of words shall not have the effect of negating the motion before Council.

- (g)** If any amendment be rejected, other amendments may be moved on the original motion. If an amendment be carried, the motion as amended shall take the place of the original motion, and shall become the motion upon which any further amendment may be moved.
- (h)** A further amendment shall not be moved until the Council shall have disposed of every amendment previously moved.
- (i)** A Member shall not speak more than once on any motion except to move a further amendment, except in the exercise of the right to reply given by paragraph 16 of this Standing Order, or on a point of order, or by way of a personal explanation or to move in so many words "That the question be now put".
- (j)** If there is an amendment to the motion before the Council and the Member intends to move a further amendment. then he must give notice of a further amendment before a vote is taken on the motion and amendment before the Council.

- (k)** A Member may, at the conclusion of a speech by another Member, move without comment, "That the question be now put", "That the debate be now adjourned", "That the Council proceed to next business", or "That the Council do now adjourn", on the seconding of which the Mayor, if in his opinion the question before the meeting has been sufficiently discussed shall, subject to the right of reply given by paragraph 16 of this Standing Order, put that motion to the vote, and if it is carried, the question before the meeting shall be put to the vote, or the subject of debate shall be deemed to be disposed of for that day or the meeting shall stand adjourned, as the case may be.
- (l)** A Member may indicate his wish to raise a point of order, or to give a personal explanation, but a personal explanation shall be confined to some material part of a former speech by him at the same meeting, which may have been misunderstood. A Member so indicating shall be entitled to be heard forthwith.
- (m)** The ruling of the Mayor on a point of order, or on the admissibility of a personal explanation shall not be open to discussion.
- (n)** Whenever the Mayor indicates his wish to speak during a debate, a Member then speaking or indicating his wish to speak shall desist and the Council shall be silent.
- (o)** A motion or amendment may be withdrawn or amended by the proposer with the concurrence of the seconder and the consent of the Council which shall be signified without discussion, and it shall not be competent for any Member to speak upon it after the proposer has asked permission for its withdrawal unless such permission has been refused.
- (p)** The mover of a motion has a right to reply at the close of the debate on the motion immediately before it is put to the vote. If an amendment is moved, the mover of the original motion shall then exercise his right of reply at the close of the debate on the amendment and shall not otherwise speak on the amendment. The mover of an amendment shall have no right of reply to the debate on his amendment.
- (q)** When a motion is under debate no other motion shall be moved except the following:-

  - (i) To amend the motion.
  - (ii) To postpone the consideration of the motion.
  - (iii) To adjourn the meeting.
  - (iv) To adjourn the debate.
  - (v) To proceed to the next business.
  - (vi) That the question be now put.
  - (vii) That a Member be no further heard.
  - (viii) That a Member do leave the meeting.
  - (ix) That the subject of debate be referred back to a Committee.
  - (x) That the public be excluded from the meeting under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.

## **10. MOTIONS AFFECTING COUNCIL EMPLOYEES**

If any question arises at a meeting of the Council or of a Committee thereof relating to the appointment, promotion, conduct, dismissal, salary or conditions of service of any person employed by the Council, such questions shall not be the subject of discussion until the Council or Committee, as the case may be, has decided whether or not the power of exclusion of the public under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 shall be exercised.

## **11. DISORDERLY CONDUCT**

- (a)** If at a meeting any Member of the Council, in the opinion of the Mayor, notified to Council, misconducts himself by persistently disregarding the ruling of the Chair, or by behaving irregularly, improperly or offensively or by willfully obstructing the business of the Council, or behaving in such a manner as to scandalise the Council or bring it into contempt or ridicule, the Mayor or any other Member may move, "That the Member named be not further heard", and the motion, if seconded, shall be put and determined without a discussion.
- (b)** If the Member named continues his misconduct after a motion under the foregoing paragraph has been carried, the Mayor shall either move "That the Member named do leave the meeting", (in which case the motion shall be put and determined without seconding or discussion); or adjourn the meeting of the Council for such period as he, in his discretion shall consider expedient.
- (c)** In the event of a general disturbance which, in the opinion of the Mayor, renders the due and orderly dispatch of business impossible, the Mayor, in addition to any other power vested in him, may without question put, adjourn the meeting of the Council for such period as he in his discretion shall consider expedient.

## **12. DISTURBANCE BY MEMBERS OF THE PUBLIC**

No member of the public is entitled to interrupt the proceedings of any meeting. The person interrupting the proceedings will be reminded by the Mayor/Chairman of the Meeting that such conduct is inappropriate. If he continues the interruption the Mayor/Chairman of the meeting shall order his removal from the Council Chamber. In case of general disturbance in any part of the Chamber, open to the public, the Mayor shall order that part cleared and may request the attendance of the police to assist. The Mayor/Chairman should adjourn the meeting whilst order is restored.

(The Public Bodies (Admission to Meetings) Act 1960, Section 1(8)).

## **13. RESCISSION OF PRECEDING RESOLUTION**

No motion to rescind any resolution (whether affirmative or negative) passed within the preceding six months, and no motion or amendment to the same effect as one which has been rejected within the preceding six months, shall be proposed unless the notice thereof given in pursuance of Standing Order 5, bears the names of at least four Members of the Council. When any such motion or amendment has been disposed of by the Council, it shall not be open to any Member to propose a similar motion within a further period of six months. Provided that this Standing Order shall not apply to motions moved in pursuance of a recommendation or report of a Committee.

## **14. VOTING**

- (a)** The mode of voting at meetings of the Council shall be by show of hands, but that on the requisition of any Member of the Council made before the vote is taken, the voting on any question shall be by roll call, and shall be recorded so as to

show how each Member present and voting gave his vote and the name of any Member present and not voting shall also be recorded.

- (b) Subject however to a majority vote of the Members of the Council present at the meeting calling for the vote to be taken by ballot, the vote shall be by signed ballot.
- (c) Subject to paragraphs (d) and (e) below the Mayor may give an original vote on any matter put to the vote.
- (d) Subject to paragraph (e) below the Mayor may not be given an original vote in the election of Mayor on any occasion when he himself will immediately after such election retire from the Council.
- (e) In any case of an equality of votes, the Mayor may give a casting vote.

(The Local Government Act 1972, Schedule 12, Part 6)

#### **15. UNAUTHORISED ACTIVITIES INCLUDING INSPECTION OF LAND, PREMISES, ETC.**

- (a) Unless specifically authorised to do so by the Council, or a Committee, a Member of the Council shall not issue any order in respect of any works which are being carried out by or on behalf of the Council, or claim by virtue of his membership of the Council, any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.
- (b) No member of the Council or of any Committee or Sub-Committee shall in the name of or on behalf of the Council issue orders – unless authorised to do so by the Council or the relevant committee or sub-committee.

#### **16. INTEREST OF MEMBERS IN CONTRACTS AND OTHER MATTERS**

Each Member of the Council shall have regard to the Principles of Public Life set out in the third Report of the Nolan Committee. Appendix A to these Standing Orders dealing with Code of Conduct for Members is also relevant.

If any Member of the Council has any pecuniary interest direct or indirect, within the meaning of Sections 94-95 of the Local Government Act 1972, in any Contract, proposed Contract or other matter, he shall, while it is under consideration by the Council, disclose that interest and withdraw from the meeting unless:-

- (a) The interest is shown to be trivial in the manner described in Section 97(5) of the Act, or
- (b) The disability imposed upon him by those sections has been removed by the County Council, Standards Committee or
- (c) The Contract, proposed Contract or other matter under discussion is part of the report of a Committee and is not itself the subject of debate, or
- (d) The Council invite him to remain.

(The Local Government Act 1972, Section 94-98)

If any member has therefore a personal or prejudicial interest in any matter to be discussed within the meaning of the Local Government Act 1972 or the Local Government Act 2000, then he/she is under an obligation to declare that fact and, if the interest is prejudicial, to withdraw from the meeting room.

## **17. INTEREST OF OFFICERS AND MEMBERS IN CONTRACTS**

The Clerk to the Council shall record in a book kept for the purpose, particulars of any notice given by any Member or any Officer of the Council of a pecuniary interest in a contract, and the book shall be open during reasonable hours of the day for the inspection of any Member.

(The Local Government Act 1972, Sections 96 and 117)

### **(1) Relatives of Members or Officers**

- (a)** A candidate for any appointment under the Council who knows that he is related to any Member or Officer of the Council shall, when making application, disclose that relationship to the Town Clerk. A candidate who fails to disclose such a relationship shall be disqualified for the appointment, and if appointed shall be liable to dismissal without notice. Every Member and Officer of the Council shall disclose to the Town Clerk any relationship known to him, to exist between himself and any person whom he knows is a candidate for appointment under the Council. The Town Clerk shall report to the Council or to the appropriate Committee any such disclosure made to him.
- (b)** The purport of this Standing Order shall be included in any form of application for appointment or be conveyed in some other way to an applicant for appointment.
- (c)** For the purpose of this Standing Order "Officer" means the Town Clerk or any member of his administrative staff and persons shall be deemed to be related if they are husband and wife, or if either of them or the spouse of either of them is the son or daughter or grandson or granddaughter or brother or sister or nephew or niece or mother or father of the other, or of the spouse of the other.

### **(2) Canvassing of and Recommendations by Members**

- (a)** Canvassing Members of Council or of any Committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purport of this Standing Order to every candidate.
- (b)** A Member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment, but nevertheless, a Member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

## **18. PROPER OFFICER**

Where any enactment confers functions or duties on the Proper Officer of the Council he shall, in the following cases, be the Town Clerk:-

- (a)** To receive Declarations of Acceptance of Office.
- (b)** To receive and record notices disclosing pecuniary interests.
- (c)** To receive and retain plans and documents.
- (d)** To sign notices or other documents on behalf of the Council.
- (e)** To receive copies of Byelaws made by the County Council.

- (f) To certify copies of Byelaws made by the Council.
- (g) To sign summonses to attend meetings of the Council.
- (h) To sign any document which is a necessary step in any legal proceedings on behalf of the Council unless an enactment requires otherwise.

In any other case the Proper Officer shall be the person nominated by the Council and, in default of nomination, the Clerk.

(The Local Government Act 1972, Section 234 and Section 270(3))

## **19. INSPECTION OF DOCUMENTS**

- (a) A Member of the Council may, for the purposes of his duty as such a Member but not otherwise, on application to the Town Clerk, inspect any document which has been considered by a Committee or by the Council, and if copies are available, shall on request, be supplied for the like purposes with a copy of such a document. Provided that a member shall not knowingly inspect and shall not call for a copy of any document relating to a matter in which he is professionally interested, or in which he has directly or indirectly any pecuniary interest within the meaning of the Local Government Act 1972, and that this Standing Order shall not preclude the Town Clerk or any Solicitor acting for the Council from declining to allow inspection of any document which is, or in the event of legal proceedings, would be protected by privilege arising from the relationship between Solicitor and client.
- (b) All Reports made, or Minutes kept by any Committee, shall, as soon as the Committee has concluded action on the matter to which such Reports or Minutes relate, be open for the inspection of any Member of the Council.
- (c) The Minutes of the Council shall be open to inspection by any Local Government Elector of the Community without charge.

(The Local Government Act 1972, Section 228).

- (d) In accordance with the Freedom of Information Act 2000, the Council has adopted a scheme whereby members of the public may inspect specified documents, and, on payment of a set charge receive a copy of the same. The Council's scheme was approved on 5 December 2002 and follows the guidance provided by the National Association of Local Councils and the Wales Association of Community and Town Councils.
- (e) Draft / subsequently approved minutes of the Town Council and any of its sub-committees will be placed on the Town Council Website with effect from September 2005.

## **20. STAFF**

- (a) The Council, shall from time to time review the establishment of its staff. No new office shall be created, nor any person be employed, except with the agreement of the Council.
- (b) All vacancies to be filled in offices under the Council, shall be publicly advertised, except where the Council otherwise determine.
- (c) When a vacancy occurs in the office of Town Clerk, the Council shall decide the terms and conditions of the office having due regard to the recommendations of the National Association of Local Councils and the Society of Local Council Clerks

as to salary and conditions of service and take such steps to fill the post as they think necessary.

(Local Government Act 1972. Section 112)

## **21. VOTING ON APPOINTMENTS**

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

## **22. APPOINTMENT OF COMMITTEES**

The Council may, at the Annual Meeting appoint such Standing or other Committees as are necessary to carry out the work of the Council, but subject to any statutory provisions in that behalf:-

- (a) Shall not appoint any Member of a Committee so as to hold office later than the next Annual Meeting, and
- (b) May at any time dissolve a Committee or alter its membership.

(The Local Government Act 1972, Sections 102 and 104(1))

## **23. PROCEEDINGS OF COMMITTEES TO BE CONFIDENTIAL**

All agendas, reports and other documents and all proceedings of Committees shall be treated as confidential, unless and until they become public in the ordinary course of the Council's business.

## **24. GENERAL PROCEDURE**

The following shall be matters of prior decision by Full Council:-

- (a) Reciprocal visits of any nature involving any Member or Members of Council other than the Mayor and Consort.
- (b) Any public statement committing the Council to any particular course of action.
- (c) Any commitment, public or otherwise, involving the spending of public funds in the sum of £500 or more at any one time except in the case of authorizing necessary emergency repairs to Council property, etc.

## **25. CHAIRPERSONS OF COMMITTEES**

Every Committee shall, at its first meeting following the Annual Meeting of the Council, before proceeding to any other business, elect a Chairperson and Vice-Chairperson for the year. In the absence from a meeting of the Chairman and Vice-Chairperson, a Chairperson for that meeting shall be appointed.

## **26. SPECIAL MEETINGS OF COMMITTEES**

The Chairperson of a Committee or the Mayor, may call a Special Meeting of the Committee at any time. A special Meeting shall also be called on the requisition of one third of the whole number of Members of the Committee, delivered in writing to the Town Clerk, but in no case shall less than three Members requisition a Special Meeting. The Summons to the Special Meeting shall specify the business to be considered thereat, and no other business other than that set out in the summons shall be considered at that meeting.

## **27. SUB-COMMITTEES**

- (a)** Every Committee appointed by the Council may appoint Sub-Committees for purposes to be specified by the Committee.
- (b)** The Chairperson and Vice-Chairperson of the Committee shall be Ex-Officio Members of every Sub-Committee appointed by that Committee, unless they signify to the Committee that they do not wish to serve.

## **28. QUORUM OF COMMITTEES AND SUB-COMMITTEES**

- (a)** Except where authorised by statute, or ordered by the Council, business shall not be transacted at a meeting of any Committee unless at least one-third of the whole number of members of the Committee is present. Provided that in no case shall the quorum of a Committee be less than three Members.
- (b)** Except as aforesaid or otherwise ordered by the Committee which has appointed it, business shall not be transacted at a meeting of any Sub-Committee unless at least one-third of the whole number of Members of the Sub-Committee is present. Provided that, in no case shall the quorum of a Sub-Committee be less than two Members.

## **29. VOTING IN COMMITTEES AND SUB-COMMITTEES**

Standing Order 14 paragraphs (a) and (b) in respect of methods of voting shall apply to all meetings of Committees and Sub-Committees of the Council and any Committees appointed jointly with any other Local Authority or Authorities. The person presiding at the meeting shall have a second or casting vote.

## **30. STANDING ORDERS TO APPLY TO COMMITTEES AND SUB-COMMITTEES**

The following Standing Orders shall apply to all meetings of Committees and Sub-Committees of the Council:-

- (a)** Standing Order 9 - Rules of Debate (except paragraph (i) relating to speaking more than once).
- (b)** Standing Order 10 - Motions affecting Council employees.
- (c)** Standing Order 11 - Disorderly Conduct.
- (d)** Standing Order 12 - Disturbance by members of the public.
- (e)** Standing Order 16 - Interest of Members in contracts and other matters.
- (f)** Standing Order 16 - Interest of Officers and Members in Contracts.  
and 17

(Local Government Act 1972, Sections 105 and 106)

## **31. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

- (a)** A Member of the Council, who has moved or seconded a motion, which has been referred to any Committee or Sub-Committee, shall have notice of the meeting of the Committee or Sub-Committee at which it is proposed to consider the motion. He shall have the right to attend the meeting, and if he attend, shall have an

opportunity of explaining the motion and speaking but shall not have the right to vote thereon.

- (b) Any Member of the Council shall, unless the Council otherwise orders, be entitled to be present as a spectator at any Committee or Sub-Committee of which he is not a member.

### **32. VARIATION AND REVOCATION OF STANDING ORDERS**

Any motion to add to, vary or revoke these Standing Orders shall when proposed and seconded stand adjourned without discussion to the next ordinary meeting of the Council.

### **33. SUSPENSION OF STANDING ORDERS**

- (a) Subject to paragraph (b) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- (b) A motion to suspend Standing orders shall not be moved without notice (under Standing Order 6) unless there shall be present at least one-half of the whole number of the Members of the Council.

### **34. STANDING ORDERS TO BE GIVEN TO MEMBERS**

A printed copy of these Standing Orders and of such statutory provisions as regulate the proceedings and business of the Council, shall be given to each Member of the Council by the Town Clerk upon delivery to him of the Members' Declaration of Acceptance of Office on the Members being first elected to the Council.

### **35. INTERPRETATION OF STANDING ORDERS**

The ruling of the Mayor as to the construction or application of any of those Standing Orders, or as to any proceedings of the Council shall not be challenged at any meeting of the Council.

## **PART TWO - FINANCIAL REGULATIONS**

### **36. FINANCIAL ORGANISATION**

It shall be the duty of the Council to regulate and control the whole of the finances of the Council. The Town Clerk working in conjunction with the Financial Officer shall be responsible for supervising the financial arrangements and for reporting on all financial matters.

### **37. ANNUAL ESTIMATES**

The Council shall receive, examine and revise (if necessary) the Annual Estimates of income and expenditure of the Council and of any of its Committees and prior to the end of the financial year shall consider the completed Estimates, together with any summaries, statements and reports which may be deemed necessary for final approval and agreement of the amount to be precepted from the County Council.

Every Committee shall, before incurring any expenditure not included in the approved Estimates, submit to Council a supplementary Estimate accompanied, if necessary, by a statement in support of the expenditure. All annual Estimates shall be prepared by the Town Clerk or Financial Officer who will present them to the Council.

The Council will receive a budget statement against profile every quarter, viz. June, September, December and March. Council will be advised immediately if there are signs of any major underspend or overspend.

### **38. CAPITAL ESTIMATES**

No scheme of work involving capital expenditure shall be commenced unless approved by the Council after consideration of full financial details and estimates. Where any scheme is to be defrayed out of loan monies the sanction to the loan shall be obtained before any such expenditure is incurred.

### **39. PAYMENT OF ACCOUNTS**

The Town Clerk or Financial Officer shall submit to the Council a list (giving names, brief details and amounts) of all accounts scheduled for payment, or which may have been paid on the grounds of urgency.

All payments shall be included in an Order on the Financial Officer addressed to the Town Clerk, signed by three Members, and countersigned by the Town Clerk or Financial Officer. Cheques in payment of the sums specified in such orders shall be signed by the Mayor and Deputy Mayor or where either are absent by such other Members who have been nominated for that purpose. The Mayor and Deputy Mayor shall be empowered to draw cheques for any payment of an urgent character without the issue of an order on the Financial Officer, the cheques to be included on the next order. Details of the payment must be included in the next schedule of accounts to the Council.

All accounts shall be duly certified as to receipt of goods, or work executed, and to the correctness of the charges by the Town Clerk or Financial Officer or a member of his administrative staff.

### **40. PAYMENT OF SALARIES AND WAGES**

Records relating to salaries and wages payments, National Insurance and Income Tax payments to the Council's employees shall be kept by the Town Clerk or Financial Officer, who shall be responsible for the making of such payments as are necessary.

### **41. STORES**

The accounts and the arrangements for the receipt, issue and control of stores shall be under the supervision of the Town Clerk.

### **42. INVENTORIES**

Inventories of furniture, fittings, plant and memorabilia, etc. shall be kept by the Town Clerk.

### **43. CONTROL OF RECEIPT BOOKS, TICKETS, ETC.**

The Town Clerk shall be responsible for ordering, control and issue of all receipt books, tickets, order books or any other stationery which represents money or moneysworth, and shall maintain a proper record thereof.

### **44. INSURANCES**

The Town Clerk shall be responsible for all the Council's insurances and effect the necessary insurance cover and recoveries.

#### **45. CONTRACTS**

The Town Clerk shall keep a record of contracts. The final sum due under any contract shall not be certified for payment prior to examination of the final account by the Town Clerk or without the approval of the Council.

#### **46. INCOME**

The collection of all monies due to the Council shall be under the control of the Town Clerk. All monies received on behalf of the Council shall, without delay, subject to the instructions of the Town Clerk, be banked in the Council's name.

#### **47. DEBTS**

Excusal of debts due to the Council shall require the authorisation of the Council. The Town Clerk shall take all reasonable steps within the law to recover debts due to the Council.

#### **48. GENERAL**

The Town Clerk shall be responsible under the direction of the Council for the maintenance and supervision of all financial records of the Council and shall supply to each Member, as soon as practicable after the end of the financial year a statement of receipts and payments.

(Local Government Act 1972, Section 151)

### **PART THREE – CONTRACTS**

#### **49. EXCEPTIONS**

- (a) Every contract whether made by the Council or by a Committee to which the power of making contracts shall have been delegated shall comply with these Standing Orders, and no exception from any of the following provisions of these Standing Orders shall be made otherwise than by direction of the Council or in an emergency by such a Committee as aforesaid.
- (b) Every exception made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.

#### **50. CONTRACTS EXCEEDING £5,000**

Except as provided in Standing Order 52 no contract which exceeds £7,500 in value or amount for the supply of goods or materials or the execution of any work shall be made unless at least 10 days public notice has been given in one or more local newspapers circulating in the district and also, wherever the value or amount of the contract exceeds £10,000 in one or more newspapers or journals circulating among such persons as undertake such contracts, expressing the nature and purpose thereof, inviting tenders for its execution, and stating the last date when tenders will be received.

#### **51. INVITATIONS TO TENDER**

- (a) This Standing Order shall have effect where by virtue of a decision of the Council, or a Committee duly authorised in that behalf, that invitation to tender for a contract is to be limited to persons who reply to a public notice.
- (b) Public notice shall be given in one or more local newspapers circulating in the area and in one or more newspapers or journals circulating among such persons as undertake such contracts setting out particulars of the contract into which the

Council wish to enter and inviting persons interested to apply, within such period, not being less than 10 days, as may be specified for permission to tender.

- (c) After the expiration of the period specified in the public notice invitations to tender for the contract shall be sent to not less than 4 of the persons who applied for permission to tender, selected in the manner determined by the Council or appropriate Committee either generally or in relation to a particular contract or category of contracts, or, if fewer than 4 persons have applied and are considered suitable, to all such persons.

Provided that no person shall be invited to tender unless he has given an assurance in writing to the Council that to the best of his knowledge and belief he has complied with all relevant wages legislation for at least three months immediately preceding his application for invitation to tender.

## **52. TENDERS**

Where, in pursuance of these Standing Orders invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a plain sealed envelope which shall bear the word "Tender" followed by the subject to which it relates, but shall not bear any name or mark indicating the sender and such envelopes shall remain in the custody of the Town Clerk until the time appointed for their opening.

## **53. OPENING OF TENDERS**

Tenders under Standing Order 52 and 53 shall be opened at one time and only in the presence of:-

- (a) The Mayor or Chairman of the appropriate Committee or the appropriate Committee to which the power of making the contract, to which the tenders relate has been delegated; and
- (b) The Town Clerk or an official of the Council designated by him.

## **54. ACCEPTANCE OF TENDERS**

A tender other than the lowest tender if payment is to be made by the Council or the highest tender if payment is to be received by the Council shall not be accepted until the Council shall have considered a written report from the appropriate officer or other person. Details of why the lowest tender has not been accepted should be clearly stated.

## **55. ESTIMATES**

Before entering into a contract for the execution of any work the Council shall obtain from the appropriate officer or other person an estimate in writing of the probable expense of executing the work in a suitable manner and of the annual expense of maintaining the same.

## **56. CONTRACTS TO BE IN WRITING**

Every contract which exceeds £1,000 in value or amount shall be in writing.

## **57. SIGNING OF CONTRACTS**

Every contract in writing shall be signed by the Town Clerk on behalf of the Council.

## **58. MATTERS TO BE INCLUDED IN THE CONTRACT**

- (a) Every contract in writing shall specify:-

- (i) The work, materials, matters or things, to be furnished, had or done.
  - (ii) The price to be paid, with a statement of discounts or other deductions.
  - (iii) The time or times within which the contract is to be performed.
- (b) Every contract which exceeds £5,000 in value or amount and is either for the execution of works or for the supply of goods or materials otherwise than at one time shall provide for liquidated damages to be paid by the Contractor in case the terms of the contract are not duly performed, and the Council shall require and take sufficient security for the due performance of every such contract.

## **59. BRITISH STANDARD CODE OF PRACTICE**

Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of the tender, every contract shall require that, as the case may be, all goods and materials used or supplied and all workmanship shall be in accordance with that standard.

## **60. CANCELLATION OF CONTRACT**

There shall be inserted in every written contract a clause empowering the Council to cancel the contract and to recover from the Contractor the amount of any loss resulting from such cancellation, if the Contractor shall have offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do any action in relation to the obtaining or execution of the Contract or any other Contract with the Council, or for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Council, or if the like Acts shall have been done by any person employed by him or acting on his behalf (whether with or without the knowledge of the Contractor), or if in relation to any contract with the Council the Contractor or any person employed by him or acting on his behalf shall have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or shall have given any fee or reward the receipt of which is an offence under Section 17 of the Local Government Act, 1972.

## **61. PLANNING APPLICATIONS**

The Clerk shall, as soon as it is received, record on his Report to the Town Council the following particulars of every planning application it receives from the County Council:-

- (i) the reference number
- (ii) the name of the applicant
- (iii) the place to which it relates
- (iv) a summary of the nature of the application.

There is a Planning Sub Committee appointed to peruse Planning Applications received up to 2 days prior to the full Town Council meeting. This Planning Sub Committee will meet on the Tuesday before the scheduled Town Council Meeting at 1030hrs. The Committee will consist of one member from each ward (4 in number). If necessary the Sub Committee can arrange a site visit or ask the Town Clerk to seek further information as is required in time for the main meeting. Decisions and observations made by the Sub Committtee will be communicated to all Town Council members within 24 hours. The recommendations made by the Sub Committee will then be considered by the full Town Council meeting. During a recess period this Committee will communicate their decisions direct to the Planning Department but the first full meeting of the Town Council

after the recess will have an opportunity of looking at the observations made and of updating the information provided as necessary.

## **62. AUTHORITY TO ACT BETWEEN MEETINGS**

At the beginning of each year, the Council may decide that executive powers be delegated to the Clerk of the Council for matters which require a decision before the next ordinary meeting. Under these powers the Clerk may, following consultation with the Mayor or Deputy Mayor and the Ward Members, deal with urgent business. No such action may involve expenditure not already agreed in the budget or be in conflict with agreed Council policy. All actions taken under executive powers must be reported to the next meeting of the Council.

## **63. STANDING ORDERS ETC. TO BE GIVEN TO MEMBERS**

A printed copy of these Standing Orders and the Financial Regulations together with Appendix A (Code of Conduct) and the publication "The Good Councillors' Guide" shall be given to each member by the Town Clerk upon delivery to him of the member's declaration of acceptance of office.

**Most recently amended: April 2008**

## **APPENDIX A - CODE OF CONDUCT FOR MEMBERS**

### **PART I - GENERAL PROVISIONS**

#### **INTRODUCTION**

Pembroke Dock Town Council endorses the principles of the Committee on Standards in Public Life (the Nolan Report) and the guidance contained in Part 1 of the Local Authorities (Model Code of Conduct) (Wales) Order 2008.

- (1) **Selflessness**  
Members must act solely in the public interest. They must never use their position as members to improperly confer advantage on themselves or to improperly confer advantage or disadvantage on others.
- (2) **Honesty**  
Members must declare any private interests relevant to their public duties and take steps to resolve any conflict in a way that protects the public interest.
- (3) **Integrity and Propriety**  
Members must not put themselves in a position where their integrity is called into question by any financial or other obligation to individuals or organisations that might seek to influence them in the performance of their duties. Members must on all occasions avoid the appearance of such behaviour.
- (4) **Duty to Uphold the Law**  
Members must act to uphold the law and act on all occasions in accordance with the trust that the public has placed in them.
- (5) **Stewardship**  
In discharging their duties and responsibilities members must ensure that their authority's resources are used both lawfully and prudently.
- (6) **Objectivity in Decision-making**  
In carrying out their responsibilities including making appointments, awarding contracts, or recommending individuals for rewards and benefits, members must make decisions on merit. Whilst members must have regard to the professional advice of officers and may properly take account of the views of others, including their political groups, it is their responsibility to decide what view to take and, if appropriate, how to vote on any issue.
- (7) **Equality and Respect**  
Members must carry out their duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion, and show respect and consideration for others.
- (8) **Openness**  
Members must be as open as possible about all their actions and those of their authority. They must seek to ensure that disclosure of information is restricted only in accordance with the law.
- (9) **Accountability**  
Members are accountable to the electorate and the public generally for their actions and for the way they carry out their responsibilities as a member. They must be prepared to submit themselves to such scrutiny as is appropriate to their responsibilities.

(10) **Leadership**

Members must promote and support these principles by leadership and example so as to promote public confidence in their role and in the authority. They must respect the impartiality and integrity of the authority's statutory officers and its other workers.

**Scope**

1. (1) A member must observe the Town Council's code of conduct whenever he:
  - (a) conducts the business of the Town Council;
  - (b) conducts the business of the office to which he has been elected or appointed; or
  - (c) acts, claims to act, or gives the impression he is acting as a representative of the Town Council;
  - (d) acts in any capacity in respect of conduct identified in paragraph 5 and references to a member's official capacity shall be construed accordingly.
- (2) The Town Council's code of conduct shall not, apart from paragraphs 4 and 5(a) below, have effect in relation to the activities of a member undertaken other than in an official capacity.
- (3) Where a member acts as a representative of the Town Council
  - (a) on another relevant authority, he must, when acting for that other authority, comply with that other authority's code of conduct, or
  - (b) on any other body, he must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.
- (4) In this code:
  - (a) "member" includes a co-opted member of a Town Council; and
  - (b) "responsible authority" means a County Council which has functions in relation to the parish councils for which it is responsible under section 55(12) of the Local Government Act 2000.

**General Obligations**

2. A member must:
  - (a) promote equality by not discriminating unlawfully against any person;
  - (b) treat others with respect; and
  - (c) not do anything which compromises or which is likely to compromise the impartiality of those who work for, or on behalf of, the Town Council; and
  - (d) not use bullying behaviour or harass any person.
3. A member must not:

- (a) disclose information given to him in confidence by anyone, or information acquired which he believes is of a confidential nature, without the consent of a person authorised to give it, or unless he is required by law to do so; nor
- (b) prevent another person from gaining access to information to which that person is entitled by law.

**4(i)** You must:

- (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
- (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
- (c) report to the Public Services Ombudsman for Wales and to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
- (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.

**4(ii)** You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

**5.** You must not:

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority –
  - (i) imprudently;
  - (ii) in breach of your authority's requirements;
  - (iii) unlawfully;
  - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
- (v) improperly for political purposes; or
- (vi) improperly for private purposes.

**6.** You must:

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by –
  - (i) the authority's head of paid service;
  - (ii) the authority's chief finance officer;

- (iii) the authority's monitoring officer
  - (iv) the authority's chief legal officer (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

**7.** You must:

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

## **PART 2 - INTERESTS**

### **Personal Interests**

**8. (i)** A member must regard himself as having a personal interest in any matter if the matter relates to an interest in respect of which notification must be given under paragraphs 12 and 13 below, or if a decision upon it might reasonably be regarded as affecting to a greater extent than other council tax payers, ratepayers, or inhabitants of the Town Council's area, the well-being or financial position of himself, a relative or a friend or:

- (a) any employment or business carried on by such persons;
- (b) any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any corporate body in which such persons have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
- (d) any body listed in sub-paragraphs (a) to (e) of paragraph 13 below in which such persons hold a position of general control or management.

**(ii)** In this paragraph:

- (a) "relative" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
- (b) "partner" in sub-paragraph (2)(a) above means a member of a couple who live together.

### Disclosure of Personal Interests

**9.** A member with a personal interest in a matter who attends a meeting of the Town Council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

### **Prejudicial Interests**

**10. (1)** Subject to sub-paragraph (2) below, a member with a personal interest in a matter also has a prejudicial interest in that matter if the 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 the member's judgement of the public interest.

**(2)** A member may regard himself as not having a prejudicial interest in a matter if that matter relates to:

- (a) another relevant authority of which he is a member;
- (b) another public authority in which he holds a position of general control or management;
- (c) a body to which he has been appointed or nominated by the Town Council as its representative. In the case of nominations to the Pater Hall Community Trust the decision of the County Council Standards Committee in relation to Members speaking/voting will be followed;

- (d) any functions of the Town Council in respect of statutory sick pay under Part IX of the Social Security Contributions and Benefits Act 1992, where the member is in receipt of, or is entitled to the receipt of such pay from a relevant authority; and
- (e) any functions of the Town Council in respect of an allowance or payment made under sections 173 to 173A and 175 to 176 of the Local Government Act 1972 or section 18 of the Local Government and Housing Act 1989.

#### Participation in Relation to Disclosed Interests

**11.** A member with a prejudicial interest in any matter must:

- (a) withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered at that meeting, unless he has obtained a dispensation from the standards committee of Pembrokeshire County Council (to speak/vote on the matter).
- (b) not seek improperly to influence a decision about that matter.

**12.** For the purposes of this Part, "meeting" means any meeting of:

- (a) the Town Council; or
- (b) any of the Town Council's committees, sub-committees, joint committees or joint sub-committees.

### **PART 3 - THE REGISTER OF MEMBERS' INTERESTS**

#### Registration of Financial and Other Interests

**13.** Within 28 days of the provisions of the Town Council's code of conduct being adopted or applied to the Town Council or within 28 days of his election or appointment to office (if that is later), a member must register his financial interests in the Town Council's register maintained under section 81(1) of the Local Government Act 2000 and The Local Authorities (Model Code of Conduct) (Wales) Order 2008 by providing written notification to the Town Clerk of:

- (a) any employment or business carried on by him;
- (b) the name of the person who employs or has appointed him, the name of any firm in which he is a partner, and the name of any company for which he is a remunerated director;
- (c) the name of any person, other than a relevant authority, who has made a payment to him in respect of his election or any expenses incurred by him in carrying out his duties;
- (d) the name of any corporate body which has a place of business or land in the Town Council's area, and in which the member has a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
- (e) a description of any contract for goods, services or works made between the Town Council and himself or a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above;

- (f) the address or other description (sufficient to identify the location) of any land in which he has a beneficial interest and which is in the area of the Town Council.
- (g) the address or other description (sufficient to identify the location) of any land where the landlord is the Town Council and the tenant is a firm in which he is a partner, a company of which he is a remunerated director, or a body of the description specified in sub-paragraph (d) above; and
- (h) the address or other description (sufficient to identify the location) of any land in the Town Council's area in which he has a licence (alone or jointly with others) to occupy for 28 days or longer.

**14.** Within 28 days of the provisions of the Town Council's code of conduct being adopted or applied to the Town Council or within 28 days of his election or appointment to office (if that is later), a member must register his other interests in the Town Council's register maintained under section 81(1) of the Local Government Act 2000 and The Local Authorities (Model Code of Conduct) (Wales) Order 2008 by providing written notification to the Town Clerk of his membership of or position of general control or management in any:

- (a) body to which he has been appointed or nominated by the Town Council as its representative;
- (b) public authority or body exercising functions of a public nature;
- (c) company, industrial and provident society, charity, or body directed to charitable purposes;
- (d) body whose principal purposes include the influence of public opinion or policy; and
- (e) trade union or professional association;
- (f) private club, society or association.

**15.** A member must within 28 days of becoming aware of any change to the interests specified under paragraphs 12 and 13 above, provide written notification to the monitoring officer of the responsible authority of that change.

#### **Registration of Gifts and Hospitality**

**16.** A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the Town Clerk of the existence and nature of that gift or hospitality.