



RHYL TOWN COUNCIL

STANDING ORDERS FOR:

MEETINGS OF COUNCIL COMMITTEES SUB-COMMITTEES AND OTHER PANELS

and including clarification of the roles and duties of Members and specifically those appointed to the office of Town Mayor and Chairs and Vice Chairs of Council Committees

Rhyl Town Council Standing Orders

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KEY

Mandatory for full Council meetings ●

Mandatory for committee meetings ■

Mandatory for sub-committee meetings ▲

Note different symbol shapes are used to facilitate printing on black and white printers

[Note Mandatory Standing Orders cannot be suspended]

MEETINGS – GENERAL REQUIREMENTS

	1.1	Normal regular Meetings of the Council, Finance and General Purposes Committee and Planning Committee shall be held as determined at the Annual Meeting of Council.
● ■ ▲	1.2	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.
● ■ ▲	1.3	Members shall be given three clear working days notice of any meeting in writing to their home address unless they have previously given written consent to receive notification be email.
● ■ ▲	1.4	When calculating the 3 clear days for notice of a meeting to councillors and the public, the day on which notice was issued, the day of the meeting, a Saturday, Sunday, 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.
● ■ ▲	1.5	The person presiding at a meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.
● ■	1.6	Meetings shall be open to the public unless 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. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
	1.7	At meetings of Council, Members shall raise their hand when requesting to speak and stand when called upon to speak unless permitted by the Chair to sit on the grounds of infirmity.
	1.8	At all other meetings of Committees and Sub-Committees, Members shall raise their hand when requesting to speak and remain seated when called upon to speak
	1.9	Any person called upon to speak shall address their statements to the Chair of the meeting and not to other members or Guest Speakers
	1.10	Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
	1.11	All Members will respect the right of other speakers to address the Council without interruption and will remain silent during speeches by other Members
	1.12	Whenever the Chair of any meeting rises during a debate all other Members shall be seated and silent
● ■ ▲	1.13	Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council's prior (written) consent.
● ■	1.14	In accordance with standing order 1.6 above, the press shall 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.
● ■	1.15	Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Town Mayor or the Chair of a standing committee may in their absence be done by, to or before the respective Deputy Mayor/Vice Chair.
● ■	1.16	The appointed Chair, if present, shall preside at a meeting of a Standing Committee. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
Voting		
● ■ ▲	1.17	Subject to standing order 1.26 below, all questions at a meeting of Council shall be decided by a majority of the Councillors present and voting thereon. In respect of Committees/Sub-Committees only Appointed Members of the Committee/Sub-Committee shall be entitled to vote.
● ■ ▲	1.18	The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
●	1.19	Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question (or abstained). Such a request must be made before the matter is put to the vote.
● ■ ▲	1.20	If a majority of Members present and eligible to vote so request a secret ballot may be held unless a Member requests that voting be recorded under 1.19 above.

	1.21	If a Member so requests, their vote for or against or their abstention from voting shall be recorded in the minutes of the meeting unless the vote was taken in accordance with Standing Order 1.20 above. The request must be made during or immediately following the vote being taken and prior to the next Agenda item being considered.
Voting on Appointments		
● ■ ▲	1.22	Where 3 or more persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.
Apologies for absence		
● ■ ▲	1.23	If prior to a meeting, a Councillor has submitted reasons for their absence at the meeting or future meetings which is then approved or rejected by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval/rejection was given.
Code of Conduct		
● ■ ▲	1.24	The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.
● ■ ▲	1.25	An 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 shall be recorded in the minutes subject to the Member having either (i) previously declared the nature of the interest, or (ii) if not previously declared completed a disclosure form at the meeting where the interest is first declared.
Quorum		
●	1.26	No business may be transacted at a meeting unless at least one third of the whole number of members eligible to vote at the meeting are present and not debarred from participating are present and in no case shall the quorum of any meeting be less than 3.
● ■ ▲	1.27	If a meeting is or becomes inquorate no business shall be transacted and the meeting shall stand adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting or on such day set by the Chair of the meeting.
Recess		
	1.28	No meetings of the Council or its Committees shall be held during the month of August
● ■ ▲	1.29	During periods of Recess, authority to act will be delegated to the Town Clerk in Consultation with either the Town Mayor or the relevant Chair of Committee as applicable
Welsh Language Scheme		
● ■ ▲	1.30	All Meetings of the Council will be held in accordance with the provisions of the Council's Welsh Language Scheme
Comfort Breaks		
	1.31	A ten minute comfort break will at the discretion of the Chair be called during any meeting of the Council or its committees which has been sitting for two hours or more.
Close of Meeting		
	1.32	Meetings must finish by 9.00 pm and any business not completed will stand adjourned until a date determined by the Chair and announced at the meeting.

1. Meetings of the Council, Committees and Sub-Committees

Annual Meeting of Council		
●	2.1	In an 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.
●	2.2	In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct
●	2.3	If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
●	2.4	The election of the Chair and Vice-Chair of the Council (in accordance with Council policy) shall be the first business completed at the annual meeting of the Council.
●	2.5	In an election year, the Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
●	2.6	In an election year, the Vice-Chair of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
●	2.7	In an election year, if the retiring Chair of the Council has not been re-elected as a member of the Council and in accordance with 2.5 above is presiding at the Annual Meeting he shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes. If the retiring Chair resigns or is disqualified then the retiring Vice-Chair will preside as above.
●	2.8	In an election year, if the retiring Chair of the Council has been re-elected as a member of the Council, he shall preside at the meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
●	2.9	Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting of the Council, the order of business shall be as follows. <ul style="list-style-type: none"> i. To receive the Chair of the Council's declaration of acceptance of Office ii. To receive any apologies for absence iii. In an election year, delivery by councillors of their declarations of acceptance of office and/or if not then received to decide when they shall be received or whether to declare a vacancy in the office of Councillor. iv. In an election year, to fill any vacancies left unfilled at the election by reason of insufficient valid nominations v. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees. vi. To announce the appointment of any new Honorary Freemen/Freewomen. vii. Review of the terms of references for committees and sub-committees and determine membership thereof. viii. Appoint Chairs and Vice Chairs of Standing Committees ix. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them. x. Appointment of representatives to Outside Organisations. xi. Appoint or re-confirm appointments of School Governors xii. Confirm the Schedule of Meetings of Standing Committees until the next Annual Meeting of Council.
	2.10	The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and: <ul style="list-style-type: none"> i. shall determine their terms of reference; ii. may permit committees to determine the dates of their meetings; iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting; iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer

		<p>prior to the start of the meeting that they are unable to attend; ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;</p> <p>v. may in accordance with standing orders, dissolve a committee at any time</p>
	2.11	The Chair and Vice Chair of the Council shall be Members of all Committees
	2.12	The Chair and Vice Chair of any Committee shall be Members of any Sub-Committee appointed by their Committee
Ordinary Meetings of Council		
●	2.12	The Mayor, if present, shall preside at a meeting of the Council. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
●	2.13	<p>Following the election of the Chair for the meeting (if required), the order of business shall be as follows.</p> <ol style="list-style-type: none"> i. To receive apologies for absence ii. To receive declarations of acceptance of office (if any) and undertakings to observe the Council's Code of Conduct or if not then received, to decide when they shall be received iii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees and to authorise the respective Chairs of Meetings to sign the Minutes as a correct record. iv. To deal with any business expressly required by Statute to be determined by Council v. To dispose of any business, if any, remaining from the last meeting vi. To receive previously approved presentations from outside organisations vii. To receive and consider reports from the Council's Committees viii. To receive and consider reports from officers of the Council. ix. To authorise the signing of documents x. To consider motions in the order in which they have been notified. xi. To determine action on any matters requiring urgent attention before the next scheduled meeting of the respective standing Committee xii. To appoint any new committees; confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them. xiii. Adopt or otherwise new Council policies and procedures. xiv. To receive questions from Members of the public and determine how they will be responded to in accordance with Council policy. xv. To receive matters of information only from Members the subject of which has been pre-agreed with the Chair of the Council prior to the commencement of the meeting. xvi. To determine any confidential items the subject of Standing Order No. 1.6 above.
	2.14	In respect of 2.13 (xiv) above, a record of questions raised by members of the public and how they have been responded to will be recorded shall be included in the minutes of that meeting.
Committee Meetings		
■	2.15	The Chair of the Committee, if present, shall preside at the meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
	2.16	<p>Following the election of the Chair for the meeting (if required), the order of business shall be as follows.</p> <ol style="list-style-type: none"> i. To receive apologies for absence ii. To deal with any business expressly required by Statute to be determined by Council iii. To dispose of any business, if any, remaining from the last meeting iv. To receive and consider reports from the Committee's Sub-Committees

		<ul style="list-style-type: none"> v. To receive and consider reports from officers of the Council. vi. To receive and determine correspondence and consultation documents vii. To authorise the signing of documents viii. To appoint any new sub-committees; confirm the terms of reference, the number of members (including, if appropriate, substitute councillors) and determine nominations to them. ix. To determine Members items the subject of which has been specified on the Agenda x. To receive matters of information only from Members the subject of which has been pre-agreed with the Chair of the Committee prior to the commencement of the meeting. xi. To determine any confidential items the subject of Standing Order No. 1.6 above.
Presence of Non-Members of Committees and Sub-Committees at Meetings		
	2.17	A member who has proposed a motion, which has been referred to any Committee/Sub-Committee of which he is not a Member, may attend to explain his/her motion to the Committee/Sub-Committee, but shall not participate in debate and shall not vote
	2.18	Any Council Member shall unless the Council otherwise directs, be entitled to be present at the Meetings of any Committee [except Staffing Committee] or Sub-Committee of which they are not a Member but may not speak (except under 2.17 above) unless the Chair has given consent, and may not vote.

3. Proper Officer

	3.1	<p>The Council's Proper Officer shall be either</p> <ul style="list-style-type: none"> (i) the Town Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. <p>The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders</p>
● ■ ▲	3.2	<p>The Council's Proper Officer shall do the following.</p> <ul style="list-style-type: none"> (i) Receive declarations of acceptance of office and Members agreement to abide by the Council's Code of Conduct. (ii) Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting unless Councillors have specifically requested email delivery. Committee agendas will be electronically sent. Hard copies of paperwork will be available from the Town Council Office subject to 24 hours' notice. (iii) Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them). (iv) Make available for inspection the minutes of meetings. (v) Receive and retain copies of byelaws made by other local authorities. (vi) To certify copies of byelaws made by the Council (vii) Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection (subject to agreement with the County Council Monitoring Officer) (viii) Keep proper records required before and after meetings including minutes of meetings. (ix) Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary. (x) Arrange for legal deeds to be signed by 2 councillors and witnessed (See also standing orders 14(a) and (b).) (xi) Any other matter required by statute to be undertaken by the Proper Officer of the Council

4. Motions requiring written notice

	4.1	<p>No motion may be moved at a meeting unless it is included in the published agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.</p>
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5. Motions not requiring written notice

	5.1	<p>Motions in respect of the following matters may be moved without written notice.</p> <ul style="list-style-type: none"> i. To appoint a person to preside at a meeting. ii. To approve the absences of councillors. iii. To approve the accuracy of the minutes of the previous meeting. iv. To correct an inaccuracy in the minutes of the previous meeting. v. To dispose of business, if any, remaining from the last meeting. vi. To alter the order of business on the agenda for reasons of urgency or expedience. vii. To proceed to the next business on the agenda. viii. To close or adjourn debate. ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee. x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto. xi. To receive nominations to a committee or sub-committee. xii. To dissolve a committee or sub-committee. xiii. To note the minutes of a meeting of a committee or sub-committee. xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee. xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant. xvi. To authorise legal deeds to be signed by two councillors and witnessed. xvii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it. xviii. To extend the time limit for speeches. xix. To exclude the press and public for all or part of a meeting. xx. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct. xxi. To give the consent of the Council if such consent is required by standing orders. xxii. To suspend any standing order except those which are mandatory by law. xxiii. To adjourn the meeting. xxiv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies. xxv. To answer questions from councillors.
	5.2	<p>If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.</p>

6. Rules of debate

	6.1	Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
	6.2	A motion shall not be considered unless it has been proposed and seconded.
	6.3	A motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
	6.4	A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
	6.5	A motion or amendment may be withdrawn by the proposer with the consent of the seconder.
	6.6	Any amendment to a motion shall be either: <ul style="list-style-type: none"> i. to leave out words; ii. to add words; iii. to leave out words and add other words.
	6.7	Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
	6.8	Notwithstanding Standing Order 6.7 above, one or more amendments may be discussed together if the Chair considers this expedient but shall be voted upon separately.
	6.9	The number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
	6.10	If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
	6.11	If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
	6.12	No speech by a Member shall exceed 5 minutes. The mover of a motion or the mover of an amendment shall also have a right of reply, not exceeding 3 minutes.
	6.13	Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
	6.14	During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
	6.15	A point of order shall be decided by the Chair of the meeting and the decision shall be final and not subject to debate.
	6.16	With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
	6.17	When a councillor's motion is under debate no other motion shall be moved except: <ul style="list-style-type: none"> i. to amend the motion; ii. to proceed to the next business; iii. to adjourn the debate; iv. to put the motion to a vote; v. to ask a person to be silent or for them to leave the meeting; vi. to refer a motion to a committee or sub-committee for consideration; vii. to exclude the public and press; viii. to adjourn the meeting; ix. to suspend any standing order, except those which are mandatory
	6.18	In respect of standing order 6.17 above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7. Members Questions

	7.1	A councillor may seek an answer to a question concerning any business of the Council provided 5 clear days notice of the question has been given to the Proper Officer.
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8. Minutes

● ■ ▲	8.1	The minutes of a meeting shall record the names of councillors present and those who have given apologies for absence.
	8.2	The minutes of a Meeting will record the issue debated, any relevant points raised during debate, what was proposed and seconded, and the resolution agreed.
● ■ ▲	8.3	Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
	8.4	If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she shall sign the minutes and include a paragraph in the following terms or to the same effect: “The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her view was not upheld by the majority of the () and the minutes are confirmed as an accurate record of the proceedings.”
	8.5	Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.
● ■ ▲	8.6	The Minutes of the Council, the Finance and General Purposes Committee and the Planning Committee shall be open to inspection by any local government elector of the community without charge

9. Disorderly conduct

	9.1	All Members must observe the Council’s adopted Code of Conduct.
	9.2	No member shall obstruct the transaction of business at a meeting or behave offensively or improperly or in such a manner as to bring the Council into disrepute
	9.3	If, in the opinion of the Chair, there has been a breach of standing order 9.2 above, the Chair shall express that opinion and thereafter any councillor (including the Chair) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
	9.4	If a resolution made in accordance with standing order 9.3 above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

10. Rescission of previous resolutions

● ■ ▲	10.1	A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 7 councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
● ■ ▲	10.2	When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

11. Expenditure

	11.1	Any expenditure incurred by the Council shall be in accordance with the Council’s financial regulations.
● ■ ▲	11.2	The Council’s financial regulations shall be reviewed once a year.
● ■ ▲	11.3	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.

12. Execution and sealing of legal deeds

● ■ ▲	12.1	A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution
● ■ ▲	12.2	In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

13. Extraordinary meetings

● ■ ▲	13.1	The Chair of the Council may convene an extraordinary meeting of the Council at any time
● ■ ▲	13.2	If the Chair of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.
	13.3	The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.

14. Working Groups

	14.1	The Council may appoint working groups comprised of a number of councillors and non-councillors.
	14.2	Working Groups may not consist wholly of persons who are non-councillors.
	14.3	No authority to act can be delegated to any Working Group without the specific consent of a meeting of Council. The extent of any authority to act to be specified in the relevant minute of Council.
	14.4	Where a working Group has been delegated authority to act then it will be subject to all standing orders relating to Sub-Committees.

15. Accounts and Financial Statement

● ■ ▲	15.1	All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
	15.2	The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

16. Estimates/precepts

● ■ ▲	16.1	The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
	16.2	Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than the previous 1 st December.

17. Canvassing of and recommendations by councillors

[NB see also provisions of Code of Conduct in respect of applications for financial assistance]

● ■ ▲	17.1	Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
● ■ ▲	17.2	A councillor or a member of a committee or sub-committee 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 with an application for appointment.
● ■ ▲	17.3	This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

18. Inspection of documents

	18.1	Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors
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19. Unauthorised activities

	19.1	Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee: i. inspect any land and/or premises which the Council has a right or duty to inspect; or ii. issue orders, instructions or directions.
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20. Confidential business

● ■ ▲	20.1	Councillors shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
● ■ ▲	20.2	A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.
● ■ ▲	20.3	Any breach of Standing Orders 24.1 and 24.2 will be reported under the requirements of the Council's Code of Conduct

21. Power of well-being

RESERVED pending receipt of Guidance from Welsh Government

22. Matters affecting Council Employees

	22.1	If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the Staffing Committee has decided whether or not the press and public shall be excluded pursuant to standing order 1.6 above.
	22.2	Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chair of the Staffing committee or in his absence, the Vice-Chair of the Staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
	22.3	Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the Chair or Vice-Chair of the Staffing Committee,

		this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Personnel committee.
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23. Freedom of Information Act 2000

● ■ ▲	23.1	All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
● ■ ▲	23.2	Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chair of the Finance and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under Standing order 3.2(ix) above.

24. Relations with the Press / Media

	24.1	All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
	24.2	In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not infer that they are speaking on behalf of the Town Council unless they have been previously authorised to do so by way of Committee Resolution or on the grounds of urgency by the Chair of the relevant Committee.

25. Liaison with Denbighshire County Councillors

	25.1	An invitation to attend meetings of the Council, together with a copy of the Agenda shall be sent, to the councillors of the Denbighshire County Council representing electoral wards within the administrative area of the Rhyl Town Council.
	25.2	Attending Denbighshire County Council Members shall have the right to address Council only with the consent of the Chair presiding at the meeting.

26. Financial Matters

● ■ ▲	26.1	The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following: <ol style="list-style-type: none"> i. the accounting records and systems of internal control; ii. the assessment and management of financial risks faced by the Council; iii. the work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually; iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £20,000.
● ■ ▲	26.2	Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £20,000 shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.
	26.3	Any formal tender process shall comprise the following steps: <ol style="list-style-type: none"> i. a public notice of intention to place a contract to be placed in a local newspaper;

		<ul style="list-style-type: none"> ii. a specification of the goods, materials, services and the execution of works shall be drawn up; iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time; iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council; v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
	26.4	Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
	26.5	Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

27. Variation, Revocation and Suspension of Standing Orders

	27.1	Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
	27.2	A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

28. Standing Orders to be given to Councillors

	28.1	The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
● ■ ▲	28.2	The Chair's decision as to the application of standing orders at meetings shall be final.

APPENDIX 1 - DEFINITIONS

Agenda	Defines the 'business to be transacted' – Only items included on the Agenda may be legally determined
Annual Return	Annual statement of accounts submitted for audit
Budget	Plan for income and expenditure over the next year
Chair of Committee	The Chair of the Committee
Chair of Council	The Town Mayor
Code of Conduct	Formal code adopted by council to guide behaviour of councillors
Corporate body	(As Council) has a legal existence separate from that of its members. It can be taken to court and, as a body, is responsible for its actions
Declaration of acceptance of office	Formal procedure by which councillors accept office
Delegation	The act of handing over a power to make a decision to an officer, committee or sub-committee, or another council. Delegation must be formally agreed by the full council. Delegation cannot be given to individual Members.
Delegated powers	Powers delegated by council to a committee, subcommittee, another council or officer (LGA 1972 s 101)
Development control	The formal name for the control of development through the planning permission process
Local Development plan	Part of the Planning Process. It includes the regional spatial strategy and plan documents drawn up by the local planning authorities
Duties	Actions council must take by law
Estimate (Standing Order 20)	Budget for coming year which Council approves in January
Ethical framework	Legislation and statutory guidance designed to maintain proper standards of behaviour for people serving in local government
External audit	Government's appointed auditor who checks the annual return (signed by Chair, RFO and internal auditor.
Internal control	System by which the Council checks the work of the RFO at regular intervals through the year
Internal audit	An independent, competent internal auditor must be appointed by Council to review the system of internal control
Local planning authority	Normally Denbighshire County Council.
Material considerations	Matters of material (or relevant) in planning law to an application
Monitoring Officer	Officer at Denbighshire County Council who oversees the ethical framework. (Application of Code of Conduct)
Personal interests	Where a Councillor might benefit, more than most people in the community, from a council decision
Policy	A guide to action., what the council wishes to achieve
Powers	The power given by an Act of Parliament to a local authority to carry out its functions
Prejudicial interest	Personal interests become prejudicial interests if a member of the public (with knowledge of the relevant facts) might think that your judgement of the public interest could be prejudiced
Procedures	Guidelines for operating the parish council within the law.
Precept	A peremptory order to a billing authority to pay a local council a named sum. In simple terms, the tax raised by the County Council on behalf of the Town Council as part of the council tax.
Proper Officer	In legal terms, the officer appropriate to the task.
Quorum	The number of people who must be present before decisions can be taken, if enough people are not present the meeting is said to be inquorate. The quorum is 3 or a third of a committee (which ever is larger, unless specified greater)
Register of interests	Formal registration of a Member's financial and other specific interests that might affect their decisions as a councillor. Councillors registrations must be signed and lodged with the Monitoring Officer
Responsible Financial Officer	Officer responsible for administering councils finances LGA1972 s151 officer, at Rhyl Town Council this is the Finance Officer.
Statute	An Act of Parliament. It is the law and must be followed. It includes legal regulations to be observed in implementing the law. Community councils are statutory bodies; this means they are established by statutes. Acts of parliament control the activities of community councils
Three clear days	A term in law. It does not include the day n which the agenda is sent, nor the day of the meeting; it also excludes bank holidays.

APPENDIX 2 – TERMS OF REFERENCE

FINANCE AND GENERAL PURPOSES COMMITTEE

1.0 Purpose of Committee:

The purpose of the Committee is two-fold

- To deal with all financial matters requiring decision by elected Members and which do not require the specific consideration of the Full Council.
- To deal with all matters not falling within the remit of another Committee.

2.0 Membership:

Membership of the Committee is open to all Members of the Council

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be one third of the total membership of Council (7)

4.0 Executive Powers:

Normally all decisions of the Finance and General Purposes Committee are subject to ratification of the full Council.

However where a matter requires urgent attention the Committee is authorised to suspend standing orders to enable action to be taken in advance of ratification by Council.

PLANNING COMMITTEE

1.0 Purpose of Committee:

The purpose of the Committee is two-fold

1.1 To deal with all matters relating to Planning Applications including

- responding to consultations on applications for development within or affecting Rhyl;
- to represent by way of the Chair or vice Chair, if required, at meetings of the Local Planning Authority
- to represent, by way of the Chair or Vice Chair, the Council at site inspection panels organized by the Local Planning Authority.

1.2.1 To consider and if appropriate to make representations on Licensing applications submitted to the Local Licensing Authority

2.0 Membership

Membership of the Committee is open to all Members of the Council and will be confirmed at the Annual Meeting of Council.

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be one third of the total membership of the Committee

4.0 Executive Powers:

Full delegated authority to respond to consultations on Planning applications and Licensing Applications.

STAFFING COMMITTEE

1.0 Purpose of Committee:

The Town Council, in common with all public and private sector organisations, must make proper arrangements for receiving and dealing with staff related matters. In the past these have been dealt with on an ad-hoc basis by way of submission to the appropriate Committee or directly to Council.

The remit of the Committee as defined by the meeting of the Finance and General Purposes Committee held on 6th June 2012 (confirmed by Council 20th June 2012) is to:

- undertake detailed assessment of future changes to employment law
- deal with all future staffing matters (including grievance and disciplinary)

And to make recommendations to Council.

2.0 Membership

Five Councillors are appointed to membership of the Staffing Committee at the Annual Meeting of Council.

Due to the nature of the Committee only appointed members may attend

Members of the Staffing Committee may not serve on the Council's Appeal Committee (when appointed)

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be THREE members

4.0 Executive Powers:

None, other than to investigate and make recommendations to Council

RISK ASSESSMENT SUB-COMMITTEE

1.0 Purpose of Sub Committee:

1.1 The Assurance remit of the Sub-Committee as defined by Council is

- To Prepare the draft of the Council's Annual Risk Assessment Review
- To consider internal audit issues relative to the Annual Risk Assessment Review
- To examine specific areas of work referred to the Sub-Committee by Council.
- To examine matters of concern referred by individual members of the Council in accordance with the Council's approved policy.

1.2 Rhyl Community Association Remit (Delegated Powers):

The Council is currently in negotiation with the Rhyl Community Association in relation to a number of agreements and legal documents not least of which is the Council's Lease in respect of its occupation of the Civic Offices and the management of the Tynwydd Community Centre.

The Risk Assessment Sub-Committee has been delegated to undertake these negotiations on behalf of the Council. (Minute No. 75 of the F.G.P. 05.10.11 refers)

2.0 Membership:

Membership of the Sub-Committee is determined by the Annual Meeting of Council and comprises of the Chair and Vice Chair or the Finance and General Purposes Committee together with a number of Members

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be one third of the total membership of the sub-committee or three Members whichever is the greater

4.0 Non Members:

Standing Orders Nos. 2.17 and 2.18 apply:

2.17. A member who has proposed a motion, which has been referred to any Committee/Sub-Committee of which he is not a Member, may attend to explain his/her motion to the Committee/Sub-Committee, but shall not participate in debate and shall not vote.

2.18 Any Council Member shall unless the Council otherwise directs, be entitled to be present at the Meetings of any Committee [except Staffing Committee] or Sub-Committee of which they are not a Member but may not speak (except under 2.17 above) unless the Chair has given consent, and may not vote.

5.0 Executive Powers:

In respect of 1.1 (Assurance) above the Sub-Committee has no Executive Powers to act other than to investigate and make recommendations to the Finance and General Purposes Committee.

In respect of 1.2 (Rhyl Community Association negotiations) above the Sub-Committee has full delegated authority to act on behalf of the Council when necessary.

CIVIC AND SOCIAL EVENTS SUB-COMMITTEE

1.0 Purpose of Sub Committee:

The Sub-Committee of the Finance and General Purposes Committee was originally established by resolution of Council on 21st May 2003, "to examine ways in which the Offices of Mayor and Deputy Mayor could be better assisted and supported by the Town Council."

Since then the Sub-Committee has been delegated a variety of briefs to undertake on behalf of the Council.

These briefs were last revised by the Finance and General Purposes Committee held on 5th February 2011.

Current briefs are as follows:

Oversee arrangements in consultation with the Mayor or Mayor Elect (as appropriate) for the Mayor Making Reception and other Civic Events	Delegated Powers
To examine ways in which the Council can generally support the Office of Mayor	No Delegated Powers

2.0 Membership:

Membership of the Sub-Committee is determined by the Annual Meeting of Council and normally comprises of the Chair and Vice Chair or the Finance and General Purposes Committee together with a number of Members who have previously held the office of Mayor.

The current Mayor and Deputy Mayor are specifically excluded from Membership.

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be one third of the total membership of the sub-committee or three Members whichever is the greater

4.0 Non Members:

Standing Orders Nos. 2.17 and 2.18 apply:

2.17. A member who has proposed a motion, which has been referred to any Committee/Sub-Committee of which he is not a Member, may attend to explain his/her motion to the Committee/Sub-Committee, but shall not participate in debate and shall not vote.

2.18 Any Council Member shall unless the Council otherwise directs, be entitled to be present at the Meetings of any Committee [except Staffing Committee] or Sub-Committee of which they are not a Member but may not speak (except under 2.17 above) unless the Chair has given consent, and may not vote.

5.0 Executive Powers:

The Sub-Committee has delegated authority to act in the matters identified in paragraph 1.0. For other matters its role is to investigate and make recommendations to the Finance and General Purposes Committee.

WELSH LANGUAGE SCHEME SUB-COMMITTEE

1.0 Purpose of Sub-Committee:

The Sub-Committee of the Finance and General Purposes Committee was established by resolution of the Council held on 20th January, 2010, to

- develop an Action Plan to ensure that all elements specified within the Scheme are delivered (including overseeing its publicity and consultation)
- determine the timetable for the delivery of the Action Plan
- to monitor the delivery of the Action Plan
- prepare the formal monitoring reports of the Council on the implementation of the Scheme for its approval

- make arrangements and recommendations for any and all ancillary matters relating to the delivery of the Scheme

2.0 Membership:

Membership of the Sub-Committee is determined by the Annual Meeting of Council and normally comprises of the Chair and Vice Chair or the Finance and General Purposes Committee together with a number of Members

3.0 Quorum:

In accordance with Standing Order No.1.26 the quorum for the Sub-Committee will be one third of the total membership of the sub-committee or three Members whichever is the greater

4.0 Non Members:

Standing Orders Nos. 2.17 and 2.18 apply:

2.17. A member who has proposed a motion, which has been referred to any Committee/Sub-Committee of which he is not a Member, may attend to explain his/her motion to the Committee/Sub-Committee, but shall not participate in debate and shall not vote.

2.18 Any Council Member shall unless the Council otherwise directs, be entitled to be present at the Meetings of any Committee [except Staffing Committee] or Sub-Committee of which they are not a Member but may not speak (except under 2.17 above) unless the Chair has given consent, and may not vote.

5.0 Executive Powers:

The Sub-Committee has specific delegated powers to oversee the preparation and development of the Council's Action Plan and Timetable for the delivery of the Scheme.

The Sub-Committee has specific delegated powers to oversee the preparation of the Council's Welsh Language Scheme Monitoring Report for submission to the Council for approval and for subsequent submission for approval to the Welsh Language Board.

The Sub-Committee will have delegated powers to investigate and make recommendations to the Council or it's appointed Committees on matters it considers relevant to the Scheme (including complaints and representations received).

Any other matters as may from time to time be referred to it by the Council or its Committees in so far as they relate to the Scheme. In this respect the Sub-Committee will consider any representations made to the Council in response to publicising the scheme.

N.B. In respect of the actual delivery of the Scheme (appointment of translators, arrangements for translation of documents, procurement of translation equipment, etc) responsibility will be with the Town Clerk.

APPENDIX 3 - ROLE DESCRIPTIONS

ROLE DESCRIPTION FOR THE OFFICE OF ELECTED MEMBER

1.0 Principal Accountabilities

- To Full Council
- To the electorate of their Ward

2.0 Required Knowledge

The work and decision making processes of the Council are subject to a number of documents and policies. For elected Members to be effective in their role it is important that they understand what both the law and the Council require of them. Members should therefore as a minimum have or be willing to develop a strong understanding of the following documents.

- The Code of Conduct
- The Council's Standing Orders
- The Council's Financial Regulations
- Approved Town Council Policies
- Approved Town Council Strategic Plan 2012 - 2017
- The "Community Councils good governance" document
- The "Governance and accountability for local councils" document
- Rhyl Town Council Welsh Language Scheme

Where required appropriate training will be provided on the specific documents and the obligation is on elected members to attend the training.

3.0 Purpose of the Role

Representing and supporting Rhyl

- To represent Ward Residents Interests
- To be an advocate for the Council in the Ward and wider community
- To be a channel of communication between the Council and the Rhyl community.
- To represent individual constituents and local organisations in accordance with approved Town Council policies.
- To promote tolerance and cohesion in local communities

Making decisions and overseeing Council performance

- To attend and participate in Council Meetings reaching and making informed and balanced decisions in accordance with pre-defined Council Policies and objectives
- To participate in informed and balanced decision making on Committees and Sub-Committees/Working Groups to which they have been appointed.
- To adhere to the principles of democracy and collective responsibility in decision making and to respect the role of the Chair of the Meeting

Representing the Council (subject to appointment)

- To represent the Council on local outside organisations when appointed by Council to do so and in-accordance with the Council's policy on such appointments.

Training

- To attend whenever possible training sessions provided by the Council to increase understanding of the elected member role both generally and on specific issues.

Governance, ethical standards and relationships

- To promote and support good governance of the Council and its affairs
- To support and adhere to respectful appropriate and effective relationships with employees of the Council.
- To at all times adhere to the Council's approved Code of Conduct

ROLE DESCRIPTION FOR THE OFFICE OF TOWN MAYOR (and Deputy Mayor)

The purpose of this document is to ensure that Members wishing to be nominated as the Mayor (and Deputy Mayor) understand and accept the commitment required and expected by the Town Council.

1.0 Introduction

[As approved by the Meeting of the Finance and General Purposes Committee held on 5th October 2011]

At the Annual Meeting of Council the first item of business is the appointment of the Mayor until the next Annual Meeting.

The Office of Mayor is the most important formal appointment made by the Council, and the duties of the appointed Councillor are governed by a mixture of statutory and non-statutory requirements/obligations. The Mayor is the ceremonial head of the Council.

The Council have previously determined that in the normal course of events the Deputy Mayor will be promoted to the office of Mayor. The Council have also previously determined that compulsory training be provided to the Mayor and it is envisaged that the Deputy Mayor will also attend.

Within this document where specific text is underlined, this identifies a statutory requirement on the Mayor.

The Council have authorised that an allowance be payable to both the Mayor and Deputy Mayor to cover the expenses of office.

2.0 Principal Accountabilities

- To Full Council

3.0 Required Knowledge

The Council have determined that in undertaking the Office of Mayor the appointee should have or be willing to develop a strong understanding of the following documents:

- The Code of Conduct
- The Council's Standing Orders
- The Council's Financial Regulations
- Existing Town Council Policies
- Approved Town Council Strategic Plan 2012 - 2017
- The "Community Councils good governance" document
- The "Governance and accountability for local councils" document
- Rhyl Town Council Welsh Language Scheme

4.0 General Responsibilities

The following general responsibilities are placed on the Office of Mayor:

- To preside over meetings of the Council, so that its business can be carried out efficiently in accordance with the Council's Standing Orders and to rule on interpretation of the Standing Orders during meetings of the Council
- To receive notices of resignation from Councillors or Officers on behalf of the Council
- To, subject to proper notice being given, convene special/extraordinary meetings of the Town Council
- To sign documents on behalf of the Council when authorised/required to do so.
- To take responsibility of being the public face of the Town Council, by way of attending/hosting civic events, responding to media enquiries and providing community leadership.

[In responding to media enquiries, the Town Mayor should seek to provide responses which are positive to the Town's image, non-partisan and must consult with the Town Clerk on issues prior to providing statements]

[The Town Mayor in recent years has attended between 140 – 190 events annually]

- to be authorised to extend invitations to local community organisations to visit the Council Chamber and to host events with the purpose of raising awareness of the Town Council activities.

[It is envisaged that costs arising from such invitations will normally be met from the Mayoral Allowance. In exceptional circumstances and subject to Council approval in advance of an invitation being extended, costs may be incurred by the Council in which case authorisation will be required from the Finance and General Purposes Committee].

5.0 Management of Meetings

In the capacity as Mayor the Councillor appointed is also the Chair of the Town Council. As Chair of the Council, the Mayor must comply with the statutory duty placed on the post and the additional obligations which the Town Council has determined should also be required.

- To act in a non-partisan/non political way concentrating on management of the meeting rather than participating as a Member.

[This pre-supposes that the Member (when acting as Mayor) should be "politically neutral" and not actively campaign on any issue unless instructed by Council to do so, as their role is not to achieve a given result but more importantly to see that the Council has made a "good" decision]

- The Council have determined that prior to meetings of Council the Chair of Council must attend a pre-meeting with the Town Clerk so as to inform him/herself as to the background detail to the Agenda items being reported for consideration and to be in a position to comment to the meeting if required on the wider impact of the item on the Council.
- If present at a meeting of the Council the Mayor must preside and has control of the procedure of enforcing good order within the meeting.
- The Mayor must prevent decisions being taken on matters not on the Agenda and formally notified to the wider membership.
- Ensure adherence to the Standing Orders of the Council
- Ensure that individual speakers do not monopolise debate and any less confident Members are encouraged to participate.
- Ensure that those members speaking are not interrupted (deliberately or non-intentionally) or barracked by other Members.
- That speakers direct their comments to the chair of the meeting and not to other Councillors or Guest Speakers
- That speakers are contributing to the debate and not simply repeating previous members comments
- Ensuring that all members have a fair opportunity to participate in the debate (this may be as simple as ensuring that the same member is not repeatedly the first Member to speak)
- Although a Member might have knowledge about an issue because of another role or appointment ensuring that they speak only as Town Councillors unless they make their position clear and are then invited by the Council/Committee to give further information.
- Enforce respectful order at the meeting towards the Chair, other Members, speakers and guests and understand the procedures available for responding to unruly events.
- Ensure adherence by Guest Speakers in respect of presentations given to the Council.
- The Mayor when presiding at a meeting has a second or casting vote unless the Mayor is presiding over the election of a new Mayor prior to retiring from the Council. In such a case the Mayor will only have a casting vote.

[In exercising the Casting Vote there is a convention that with the exception of voting on appointments and in order to maintain the impartiality of the Chair, the casting vote should be used in such a way to leave the matter in issue open for future reconsideration]

- To sign the Minutes of Meetings at which he/she presided.

6.0 Role during Council Recess

During certain periods the Council is required to enter recess, most noticeably during the month of August. During this period the Council delegates executive powers to the Town Clerk in consultation with the following Members:

- Civic Matters - Mayor and/or Deputy Mayor
- Planning Matters - Chair and/or Vice-Chair of Planning Committee
- All Other Business - Chair and/or Vice-Chair of Finance & General Purposes Committee

CHAIR (and Vice Chair) OF FINANCE AND GENERAL PURPOSES COMMITTEE

The purpose of this document is to ensure that Members wishing to be nominated as the Chair/Vice-Chair of the Finance and General Purposes Committee understand and accept the commitment required and expected by the Town Council.

1.0 Introduction

The Finance and General Purposes (F&GP) Committee is the primary Committee of the Town Council. It is responsible for the day to day management of the Council, normally dealing with all financial matters and issues requiring debate. Resolutions of the F&GP are normally subject to confirmation by the subsequent meeting of Council.

At the Annual Meeting of Council the Chair (and Vice-Chair) of the Finance and General Purposes Committee will be appointed until the next Annual Meeting.

The role of the Chair is governed by a mixture of statutory and non-statutory requirements/obligations.

The Council have previously determined that compulsory training is to be provided to the Chairs of the Standing Committees, and it is envisaged that the Vice-Chairs will also attend.

Where specific text is underlined, this identifies a statutory requirement on the Chair

2.0 Principal Accountabilities

- As required by Statute
- As required by Council Policy
- To Full Council
- To Membership of the Finance and General Purposes Committee
- To Membership of any and all Sub-Committees appointed by the Finance and General Purposes Committee

3.0 Required Knowledge

The Council have determined that in undertaking the Office of Chair, the appointee should have or be willing to develop a strong understanding of the following documents.

- The Code of Conduct
- The Council's Standing Orders
- Contract and Financial Standing Orders
- The Council's Financial Regulations
- Existing Town Council Policies
- Approved Town Council Strategic Plan 2012 - 2017
- The "Community Councils good governance" document
- The "Governance and accountability for local councils" document
- Rhyl Town Council Welsh Language Scheme

4.0 General Responsibilities

The following general responsibilities are placed on the Chairs:

- To preside over meetings of relevant Committees, so that its business can be carried out efficiently in accordance with the Council's Standing Orders and to rule on interpretation of the Standing Orders during meetings of the Council
- To, subject to proper notice being given, convene special/extraordinary meetings of the Standing Committee
- To sign documents on behalf of the Council when authorised/required to do so.
- To take responsibility of being the public face of the Town Council in respect of the remit of their Committee, by way of attending relevant events and or responding to media enquiries and providing community leadership.

[In responding to media enquiries, the Chair should seek to provide responses which are positive to the Town's image, non-partisan/political and must consult with the Town Clerk on issues prior to providing statements]

- To be a Member and Chair of all Sub-Committees appointed by the Standing Committee

5.0 Matters Specific to the Chair of Finance and General Purposes Committee

In recognition of the important role in relation to the Finances of the Council the Chair will be required to assure themselves that they have the necessary knowledge in relation to the statutory accounts procedures which is likely to require attendance at training sessions for existing and new legislative requirements.

5.1 Sub-Committees

As Chair of the Finance and General Purposes Committee the appointee is also a Member and Chair of the following Sub-Committees.

- Civic and Social Events Sub-Committee
- Risk Assessment Sub-Committee
- Welsh Language Scheme Sub-Committee
- Other Sub-Committees/Working Groups which may from time to time be appointed by the Finance and General Purposes Committee.

In each case the Member as Chair will need to familiarise themselves with a number of Town Council policies/documents and statutory requirements relevant to the remit of the Sub-Committee/Working Group.

The Chair may also be required to present recommendations/reports determined by the Sub-Committee(s)/Working Groups(s) of which they are Chair to the Finance and General Purposes Committee.

5.2 Governance of the Council

The Chair will also be required to accept specific duties in respect of the governance of the Council as laid out within the Council's Financial Regulations/Contract Standing Orders, and specifically relating to:

Assurance

Be required to monitor correspondence in greater detail than the general membership of the Council by way of for example, examination of inward correspondence log and sampling of letters and emails etc.

Be required to undertake regular Scrutiny of Travelling and Subsistence Allowances and when required to authorise claims/payments.

Be required to monitor officers T.O.I.L. and Annual Leave entitlements

In his/her capacity as Chair of the Risk Assessment Sub-Committee (and in accordance with Council Policy) be responsible for receiving and determining any matter of concern raised by another Councillor in relation to assurance necessary under the Council's Annual Return.

Be authorised in his/her capacity as Chair of the Risk Assessment Sub-Committee to commission the Internal/External Auditor to raise any matter of concern if necessary in respect of the management of the Council in accordance with the previously approved Policy (FGP January 2010).

Contract Standing Orders

- Opening of Tenders
- Acceptance of Tenders

Financial Regulations

- Risk Assessment: Assurance Protocol for Members of the Town Council
- Be required to monitor payments made by the Council in far greater detail than the general membership of the Council by way of scrutinizing the payment vouchers, bank statements, BACS, Credit Card payments etc and subsequently be prepared to respond to Members questions in Committee. This will help to provide assurance to the wider membership that monies being spent by the Council are being properly scrutinised.
- When required to meet with the Councils external Officers (Monitoring Officer, Internal and External Auditors) and sign documents on behalf of the Council

6.0 Management of Meetings

As Chair of a Standing Committee/Sub-Committee, the Member must comply with the statutory duty placed on the post and the additional obligations which the Town Council has determined should also be required.

- To act in a non-partisan way concentrating on management of the meeting rather than participating as a Member.

[This pre-supposes that the Member (when acting as Chair) should be “politically neutral” and not actively campaign on any issue unless instructed by Council to do so, as their role is not to achieve a given result but more importantly to see that the Council has made a “good” decision]

- The Council have determined that prior to meetings of the Committee the Chair must attend a pre-meeting with the Town Clerk so as to inform him/herself as to the background detail to the Agenda items being reported for consideration and to be in a position to comment to the meeting if required on the wider impact of the item on the Council.
- If present at a meeting of the Committee the Chair must preside and has control of the procedure of enforcing good order within the meeting.
- The Chair must prevent decisions being taken on matters not on the Agenda and formally notified to the wider membership.
- Ensure adherence to the Standing Orders of the Council
- Ensure that individual speakers do not monopolise debate and any less confident Members are encouraged to participate.
- Ensure that those members speaking are not interrupted (deliberately or non-intentionally) or barracked by other Members.
- That speakers direct their comments to the chair and not to other Councillors or Guest Speakers
- That speakers are contributing to the debate and not simply repeating previous members comments
- Ensuring that all members have a fair opportunity to participate in the debate (this may be as simple as ensuring that the same member is not repeatedly the first Member to speak)
- Although a Member might have knowledge about an issue because of another role or appointment ensuring that they speak only as Town Councillors Unless they make their position clear and are then invited by the Committee to give further information.
- Enforce respectful order at the meeting towards the Chair, other Members, speakers and guests and understand the procedures available for responding to unruly events.
- Ensure adherence by Guest Speakers in respect of presentations given to the Committee.
- The Chair when presiding at a meeting has a second or casting vote.

[In exercising the Casting Vote there is a convention that with the exception of voting on appointments and in order to maintain the impartiality of the Chair, the casting vote should be used in such a way to leave the matter in issue open for future reconsideration]

- To sign the Minutes of Meetings at which he/she presided.

7.0 Role during Council Recess

During certain periods the Council is required to enter recess, most noticeably during the month of August. During this period the Council delegates executive powers to the Town Clerk in consultation with the following Members

- | | | |
|--------------------|---|-----------------------------------------------------------------|
| Civic Matters | - | Mayor and/or Deputy Mayor |
| Planning Matters | - | Chair and/or Vice-Chair of Planning Committee |
| All Other Business | - | Chair and/or Vice-Chair of Finance & General Purposes Committee |

CHAIR OF PLANNING COMMITTEE

The purpose of this document is to ensure that Members wishing to be nominated as the Chair (or Vice-Chair) of the Planning Committee understand and accept the commitment required and expected by the Town Council.

1.0 Introduction

The Planning Committee has delegated authority from Council to respond to consultation requests in respect of applications for development received from the Local Planning Authority (Denbighshire County Council).

At the Annual Meeting of Council the Chair (and Vice-Chair) of the Planning Committee will be appointed until the next Annual Meeting.

The role of the Chair is governed by a mixture of statutory and non-statutory requirements/obligations.

The Council have previously determined that compulsory training is to be provided to the Chairs of the Standing Committees and it is envisaged that the Vice-Chairs will also attend.

Within this document where specific text is underlined, this identifies a statutory requirement on the Chair.

2.0 Principal Accountabilities

- As required by Statute
- As required by Council Policy
- To Full Council
- To Membership of the Planning Committee
- To Membership of any and all Sub-Committees appointed by the Planning Committee

3.0 Required Knowledge

The Council have determined that in undertaking the Office of Chair the appointee should have or be willing to develop a strong understanding of the following documents.

- The Code of Conduct
- The Council's Standing Orders
- Approved Town Council Strategic Plan 2012 - 2017
- Existing Town Council Policies
- The "Community Councils good governance" document
- The "Governance and accountability for local councils" document
- Rhyl Town Council Welsh Language Scheme
- Relevant policies contained within the Local Development Plan

4.0 General Responsibilities

The following general responsibilities are placed on the Chairs:

- To preside over meetings of relevant Committees, so that its business can be carried out efficiently in accordance with the Council's Standing Orders and to rule on interpretation of the Standing Orders during meetings of the Council
- To, subject to proper notice being given, convene special/extraordinary meetings of the Standing Committee

- To sign documents on behalf of the Council when authorised/required to do so.
- To take responsibility of being the public face of the Town Council in respect of the remit of their Committee, by way of attending relevant events and or responding to media enquiries and providing community leadership.

[In responding to media enquiries, the Chair should seek to provide responses which are positive to the Town's image, non-partisan/political and must consult with the Town Clerk on issues prior to providing statements]

- To be a Member and Chair of all Sub-Committees appointed by the Standing Committee

5.0 Matters Specific to the Chair of Planning Committee

In recognition of the important role in relation to the making of recommendations on planning applications the Chair will be required to assure themselves that they have the necessary knowledge in relation to the various statutory local development plans which will require attendance at training sessions organised by the Denbighshire County Council.

5.1 Sub-Committees

As Chair of the Planning Committee the appointee is also a Member of any Sub-Committee/Working Group established.

In each case above the Member as Chair will need to familiarise themselves with a number of Town Council policies/documents and statutory requirements relevant to the remit of the Sub-Committee/Working Group.

The Chair may also be required to present recommendations/reports determined by the Sub-Committee(s)/Working Groups(s) of which they are Chair to the Parent Committee.

5.2 Site Inspection Panels

From time to time Denbighshire County Council will arrange for a site inspection panel to be held to examine a specific application. It will be the role of the Chair to attend those meetings and represent the views of the Planning Committee (which may not be in-accord with their own views).

5.3 Planning Appeal Hearings/Inquiries

On occasions an Appeal by way of a Hearing or Inquiry will be held. It will be the role of the Chair to represent the views of the Planning Committee as and when required.

5.4 Attendance at Denbighshire County Council Planning Committee Meetings

On occasions the Planning Committee may wish to be represented and to speak on a particular application at a Denbighshire County Council Planning Committee Meeting. In such circumstances it will normally be the Chair of the Planning Committee who represents the Town Council.

6.0 Management of Meetings

As Chair of a Standing Committee/Sub-Committee, the Member must comply with the statutory duty placed on the post and the additional obligations which the Town Council has determined should also be required.

- To act in a non-partisan/non political way concentrating on management of the meeting rather than participating as a Member.

[This pre-supposes that the Member (when acting as Chair) should be “politically neutral” and not actively campaign on any issue unless instructed by Council to do so, as their role is not to achieve a given result but more importantly to see that the Council has made a “good” decision]

- The Council have determined that prior to meetings of the Committee the Chair must attend a pre-meeting with the Town Clerk so as to inform him/herself as to the background detail to the Agenda items being reported for consideration and to be in a position to comment to the meeting if required on the wider impact of the item on the Council.
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- Ensure that those members speaking are not interrupted (deliberately or non-intentionally) or barracked by other Members.
- That speakers direct their comments to the chair and not to other Councillors or Guest Speakers
- That speakers are contributing to the debate and not simply repeating previous members comments
- Ensuring that all members have a fair opportunity to participate in the debate (this may be as simple as ensuring that the same member is not repeatedly the first Member to speak)
- Although a Member might have knowledge about an issue because of another role or

appointment ensuring that they speak only as Town Councillors unless they make their position clear and are then invited by the Committee to give further information.

- Enforce respectful order at the meeting towards the Chair, other Members, speakers and guests and understand the procedures available for responding to unruly events.
- Ensure adherence by Guest Speakers in respect of presentations given to the Committee.
- The Chair when presiding at a meeting has a second or casting vote.

[In exercising the Casting Vote there is a convention that with the exception of voting on appointments and in order to maintain the impartiality of the Chair, the casting vote should be used in such a way to leave the matter in issue open for future reconsideration]

- To sign the Minutes of Meetings at which he/she presided.

7.0 Role during Recess of Council

During certain periods the Council is required to enter recess, most noticeably during the month of August. During this period the Council delegates executive powers to the Town Clerk in consultation with the following Members

Civic Matters	-	Mayor and/or Deputy Mayor
Planning Matters	-	Chair and/or Vice-Chair of Planning Committee
All Other Business	-	Chair and/or Vice-Chair of Finance & General Purposes Committee

REPRESENTATIVES ON OUTSIDE ORGANISATIONS

1.0 Introduction:

The Town Council has for a considerable number of years appointed representatives on to external organisations. In accordance with statutory requirements it is normal procedure for the representatives to be appointed (re-appointed) at the Annual Meeting of Council in each year.

For the 2013/14 municipal year the Town Council will potentially appoint in excess of 40 representatives to approximately 20 organisations.

Following advice from the Council's Internal Auditor the Finance and General Purposes Committee held on 5th May 2010 approved recommendations of the Risk Assessment Sub-Committee to introduce this Policy to govern such appointments.

The Policy has been introduced by Council for the following primary reasons:

- in appointing a representative to an external organisation, the Council would be seen to be endorsing the aims, objectives and aspirations of that body. As such it was

imperative that the Council understood why it was becoming involved with a particular body and should question in more detail the organisation's objectives, constitution, governance and membership, etc, as well as both parties' motives for wanting representation prior to appointment.

- to ensure that the Council's involvement was limited to avoid the Council unwittingly becoming jointly responsible for any liabilities of the external organisation. (The Internal Auditor having identified another Council which had found itself being targeted for financial liability following the demise of an organisation upon which it had been represented).

In order to achieve the above, this Policy now requires that following receipt of an invitation to appoint representatives to a new organisation, the Council will, prior to any decision being made, seek to apply the guidance of the Audit Commission's Advice on Effective Partnership Working.

In respect of existing organisations upon which the Council have appointed representatives prior to the introduction of this Policy, the Risk Assessment Sub-Committee have undertaken a comprehensive review of those Appointments and confirmed that representation currently remains appropriate.

The appointed Member must be prepared to undergo any necessary Criminal Record Bureau/Child protection checks required by the organisation.

2.0 Role of Representatives

This Policy requires that when acting as the Council's Representative, Members are appointed to represent the views of the Town Council (and as a consequence the electors of the Town) as a whole. The individual views of the appointed Councillor and the views of the Member's particular ward, must be set aside in favour of the collective view of the Council. (If a Representative does express a personal view during a meeting of the outside organisation he/she must make it clear to that meeting that it is their personal view rather than that of the Town Council and the Representative should ensure that it is recorded as such within the Minutes of the Meeting.)

If an occasion arises during a meeting of the outside organisation where the Representative is unsure as to what the view of the Town Council would be on a particular matter, then the representative should request that the matter be deferred to enable the Member to ascertain the Council's view or should this not be possible, decline to offer any view on the matter and request that the abstention is recorded in the minutes of the meeting.

Normally all items for discussion will be clearly identified within the Agenda issued for the meeting and Members are encouraged to seek the advice of the Town Clerk prior to the meeting should they be unsure of the position they should adopt on a particular issue.

In no instance should a representative give the view that the Town Council will support/oppose a particular course of action unless the Town Council has previously endorsed that view through a Town Council meeting with the view being recorded within the Town Council Minutes.

3.0 Rhyl Town Council Strategic Plan 2012 - 2017

Following adoption of the Council's Strategic Plan representatives are now required to promote the stated aims and objectives of the Council when attending outside organisations.

4.0 Limit of Role

Representatives must appreciate and understand the limit of their role. They must not become Members of the organisation and should not accept offices (such as Chair or secretary) or management positions. Although it is entirely in order for representatives to express the Town Council's views on issues affecting the operation of the organisation they should not vote.

5.0 Substitute Members

Appointed representatives are responsible for notifying and briefing substitutes if they are unable to attend a meeting. Substitute Members should not attend meetings unless requested to do so by the appointed Representative or unless the Meeting is normally open to attendance by the wider public. When the main representative is present the substitute Member should not give the impression that they are acting on behalf of the Council.

6.0 Reporting Back to Council

Appointed representatives are not bound to report back to the Town Council each time they attend a meeting. However where an issue arises at a meeting which needs to be brought to the Town Council's attention they should request the Town Clerk to place a Members Item on the next appropriate Agenda. It will be for the Representative to advise whether this needs to be a confidential or open item. The Member can then report the item to the Council. It will be necessary for a Member to report back and seek guidance and/or authority to act on something that is beyond their remit as an appointed representative.

7.0 Letters of Appointment

This Policy required that a letter will be sent annually to each organisation confirming the appointment of named representatives and the basis on which they are appointed.

This Policy also requires that a letter be sent annually to each appointed representative and substitute advising them of the basis on which they have been appointed by the Council.

8.0 Copies of Papers etc

This Policy requires that as a condition of appointment each organisation is required to provide an additional copy of papers circulated for meetings to the Council. It is important that the Town Council receives these copies for a number of reasons, namely:

- On occasions representatives have to withdraw from their appointment due to conflicts of interest or other commitments. When this occurs it is beneficial for the Town Council to be able to provide the subsequent replacement representative with the background of the organisation by way of copies of the recent Agendas, Minutes and reports.
- The copies provide a reference source for all Members of the Town Council to familiarise themselves with organisations operating within their own Wards.
- Disqualification under the Six Month Rule: where a Member fails to attend a meeting of the Town Council for six consecutive calendar months, they will normally be automatically disqualified from the office of Councillor. One exemption to the disqualification however would be if they were, within the period of six months, to attend a meeting of an outside organisation upon which they have been formally appointed as a representative by the Council. As such it is important for the Town Council to have records (by way of the formal minutes) of representatives' attendances at the meetings.

9.0 Other Members Attending Meetings

The Policy recognises that it is not unusual for other Town Councillors to be in attendance at meetings of outside organisations (either representing other organisations or in a personal capacity). Only the designated Representative Town Councillor (or their substitute) is authorised to represent the views of the Council.

10.0 Representing more than one organisation

Once appointed by the Town Council, Members must not agree to represent any other body on the same outside organisation and should not use their attendance to gain access to information for third party organisations.

11.0 Voting In Town Council and Declarations of Interest

Members will be aware of the need to declare their appointment(s) as representatives as a personal and prejudicial interest when attending Town Council meetings at which a relevant item is being discussed.

Upon the Chairman announcing consideration of the relevant Agenda item, the Representative must immediately declare their personal and prejudicial interest as the Town Council's appointed representative and advise the Council that they are relying upon the exemption contained within Paragraph 12 (2) of the adopted Town Council Code of Conduct. As long as their appointment as the Council's representative is their only declarable interest, this will enable the Member to remain, participate and vote on the item including applications for financial assistance. However this exemption does not apply where the business relates to the determination of any approval, consent, licence, permission or registration in which case the representative will need to declare a prejudicial interest and vacate the Chamber.

12.0 Code of Conduct

If the organisation is operating its own Code of Conduct then it is the Organisation's Code which takes precedence during meetings of that organisation. If the organisation does not operate its own Code of Conduct then the Representative must abide by the Rhyl Town Council adopted code.

ADDITIONAL COMMUNITY GOVERNOR

1. Accountabilities

To the Town Council.
To the local community
To the Governing Body of the School

2. Role purpose & activity

To represent the Town Council and the local Community on the Governing body of a specified primary school and to provide a link between the School and its local community and vice versa.

To report to Council, within any appropriate limitations imposed by the Governing Body or its adopted Code of Conduct, matters of interest to the Town Council and the wider community relating to the operation of the school and vice versa.

Rhyl Town Council Strategic Plan 2012 - 2017

Following adoption of the Council's Strategic Plan representatives are now required to promote the stated aims and objectives of the Council when attending outside organisations.

3. Ineligibility and obligations

The appointed Member must not hold more than 2 Governorships regardless of how appointed.

The appointed Member must be prepared to undergo any necessary Criminal Record Bureau/Child protection checks required by the school.

The appointed Member must sign the Governing Bodies Code of Conduct and abide by it.

The appointed Member must be prepared to attend regular meetings of the Governing Body.

The appointed Member must be prepared to attend training sessions organised by either the school or the Local Education Authority.

4. Period of Appointment

The Councillor will be appointed by the Town Council for a period of four years or if appointed mid-term for such shorter period as determined by the Governing Body.

The appointed Councillor will on ceasing to be a Member of the Council immediately cease to be a Member of the Governing body.

5. Reporting Obligations

The appointed Governor will, subject to confidentiality obligations, be required to bring to the Council's attention, by way of the Council's normal committee procedure, any matter raised by the School which would be of interest to the wider community.

Similarly the appointed Governor will be required to bring to the attention of the School's Governing Body any matter which the Council would wish to raise and where appropriate promote Town Council activities/competitions within the school.

6. Other Requirements

On occasion representatives of the school may be invited to attend or meet with the Council. The Additional Community Governor will be required to attend and participate in such meetings.

APPOINTED CHAMPIONS

[To be inserted in due course]

The Council has previously appointed two Physical Activity Champions to oversee the delivery of its Physical Activity Programme

Following adoption of the Council's Strategic Plan 2012-2017 the Council will in due course be required to appoint further Champions for the following Roles

Democracy Champion
Youth Champion