

WESTBURY TOWN COUNCIL

STANDING ORDERS

2016



Adopted: 03/05/16

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WESTBURY TOWN COUNCIL

STANDING ORDERS 2015

MEETINGS

1. Meetings of the Council shall be held at The Laverton at 7 o'clock in the evening unless the Council otherwise decides at a previous meeting.
2. THE STATUTORY ANNUAL MEETING (a) IN AN ELECTION YEAR SHALL BE HELD WITHIN FOURTEEN DAYS OF THE DATE OF ELECTION, AND (b) IN A YEAR WHICH IS NOT AN ELECTION YEAR SHALL BE HELD ON THE FIRST MONDAY IN MAY (OR ON AN ALTERNATIVE DAY SHOULD THE DATE CLASH WITH A BANK HOLIDAY).
3. THE OTHER STATUTORY MEETINGS SHALL BE HELD ON THE FIRST MONDAY IN THE MONTHS OF JULY, SEPTEMBER, NOVEMBER, JANUARY AND MARCH.

CHAIRMAN OF MEETING

4. THE PERSON PRESIDING AT A MEETING MAY EXERCISE ALL THE POWERS AND DUTIES OF THE CHAIRMAN IN RELATION TO THE CONDUCT OF THE MEETING.

PROPER OFFICER

5. Where a statute, regulation or order confers functions or duties on the proper officer of the Council in the following cases, that officer shall be the Clerk, and, or if appropriate, the Assistant Town Clerk):-
 - (a) To receive declarations of acceptance of office.
 - (b) To receive and record notices disclosing pecuniary interests.
 - (c) To receive and retain plans and documents.
 - (d) To sign notices or other documents on behalf of the Council.
 - (e) To receive copies of byelaws made by Wiltshire Council.
 - (f) To certify copies of byelaws made by the Council.
 - (g) To sign summonses to attend meetings of the Council (excluding Annual Town Meetings and Extraordinary Town Council meetings).

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

QUORUM

6. At Town Council meetings six members shall constitute a quorum, but a motion to suspend standing orders shall not be moved unless at least five members are present.

At committee meetings three members or one-third of the total membership, whichever is the greater, shall constitute a quorum.

At working group meetings three members or one-third of the total membership, whichever is the greater, shall constitute a quorum

7. If a quorum is not present when the Council meets, or if during a meeting the number of Councillors present falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day the Chairman may fix.

8.

VOTING

9. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
10. IF A MEMBER SO REQUIRES, THE CLERK SHALL RECORD THE NAMES OF THE MEMBERS WHO VOTED ON ANY QUESTION SO AS TO SHOW WHETHER THEY VOTED FOR OR AGAINST.
11. (1) SUBJECT TO (2) AND (3) BELOW THE CHAIRMAN MAY GIVE AN ORIGINAL VOTE ON ANY MATTER PUT TO THE VOTE.
(2) SUBJECT TO (3) BELOW THE CHAIRMAN MAY NOT GIVE AN ORIGINAL VOTE IN THE ELECTION OF THE CHAIRMAN ON ANY OCCASION WHEN HE WILL HIMSELF IMMEDIATELY AFTER SUCH ELECTION RETIRE FROM THE COUNCIL.
(3) IN ANY CASE OF AN EQUALITY OF VOTES, THE CHAIRMAN MAY GIVE A CASTING VOTE.

ORDER OF BUSINESS

12. AT EACH ORDINARY ANNUAL TOWN COUNCIL MEETING THE FIRST BUSINESS SHALL BE:
 - (a) TO ELECT A CHAIRMAN;
 - (b) to receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received;
 - (c) to APPOINT a Vice-Chairman;
 - (d) to nominate representatives on other Bodies, but excluding such representatives being members of an Executive;
 - (e) to recommend school governors if requested;
 - (f) to appoint statutory or standing committees;
 - (g) to consider the payment of any subscriptions falling to be paid annually;

and shall thereafter follow the order set out in Standing Order 13.

12. AT EVERY MEETING OTHER THAN THE ANNUAL MEETING THE FIRST BUSINESS SHALL BE TO APPOINT A CHAIRMAN IF THE CHAIRMAN AND

VICE-CHAIRMAN BE ABSENT AND TO RECEIVE SUCH DECLARATIONS OF ACCEPTANCE OF OFFICE (IF ANY) AS ARE REQUIRED BY LAW TO BE MADE, OR IF NOT THEN RECEIVED TO DECIDE WHEN THEY SHALL BE RECEIVED.

13. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-
 - (a) To receive Apologies
 - (b) To receive Dispensations
 - (c) To receive Declarations of Interest
 - (d) To read and consider the Minutes; provided that if a copy has been circulated to each Member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
 - (e) AFTER CONSIDERATION TO APPROVE THE SIGNATURE OF THE MINUTES BY THE PRESIDING CHAIRMAN AS A CORRECT RECORD.
 - (f) TO DEAL WITH BUSINESS EXPRESSLY REQUIRED BY STATUTE TO BE DONE.
 - (g) To dispose of business, if any, remaining from the last meeting.
 - (h) To receive and consider reports and minutes of committees and advisory committees.
 - (i) To receive and consider reports from officers of the Council.
 - (j) To authorise the sealing of documents.
 - (k) To authorise the signing of orders for payment.
 - (l) To consider motions or recommendations in the order in which they have been notified.
 - (m) Other business specified in the summons.
14. A motion to vary the order of business on the ground of urgency:
 - (a) may be proposed by the chairman or by any member and, if proposed by the chairman, may be put to the vote without being seconded, and
 - (b) Shall be put to the vote without discussion.
15. Except as provided by these Standing Orders, no resolution may be moved unless the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least five working days before the next meeting of the Council.
16. The Clerk shall date every notice of motion or recommendation when received by him, shall number each notice in the order in which it was received.
17. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that he intends to move at some later meeting or that he withdraws it.
18. If a resolution or recommendation specified in the summons be not moved, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

19. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
20. Every resolution or recommendation shall be relevant to some question over which the Council has power or which affects its area.

RESOLUTIONS MOVED WITHOUT NOTICE

21. Resolutions dealing with the following matters be moved without notice:
 - (a) To appoint a chairman of the meeting.
 - (b) To correct the Minutes.
 - (c) To approve the Minutes.
 - (d) To alter the order of business.
 - (e) To proceed to the next business.
 - (f) To close or adjourn the debate.
 - (g) To refer a matter to a committee.
 - (h) To appoint a committee or any members thereof.
 - (i) To adopt a report.
 - (j) To authorise the sealing of documents.
 - (k) To amend a motion.
 - (l) To give leave to withdraw a motion or amendment.
 - (m) To extend the time limit for speeches.
 - (n) To consider otherwise than in committee a question affecting an employee of the Council.
(The two following resolutions are governed by the Standing Orders on the admission of public to meetings.)
 - (o) To exclude the press.
 - (p) To exclude the public.
(The next resolution is governed by the Standing Order on Disorderly Conduct.)
 - (q) To silence or eject from the meeting a member named for misconduct.
(The next resolution is governed by the Standing Order on members' interest in contracts and other matters.)
 - (r) To give the consent of the Council where such consent is required by these Standing Orders.

RULES OF DEBATE

22. No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the chairman.
23. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall, if required by the chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

- (b) A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserve his speech until a later period of the debate.
 - (c) A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.
 - (d) No speech shall exceed five minutes, except by consent of the Council.
 - (e) An amendment shall be either:
 - (i) To leave out words.
 - (ii) To leave out words and insert or add others.
 - (iii) To insert or add words.
 - (f) An amendment shall not have the effect of negating the motion before the Council.
 - (g) If any amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - (i) The mover of a resolution or of an amendment shall have a right of reply.
 - (j) A member, other than the mover of a resolution, shall not, without leave of the Council/Committee, speak more than once on any resolution except to move an amendment, or on a point of order, or in personal explanation, or to move the closure.
 - (k) A member may rise to make a point of order or a personal explanation. A personal explanation shall be confined to some material part of a former speech by him which may have been misunderstood. A member rising for these purposes shall be heard forthwith.
 - (l) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - (m) When a resolution is under debate no other resolution shall be moved except the following:
 - (i) To amend the resolution.
 - (ii) To proceed to the next business.
 - (iii) To adjourn the debate.
 - (iv) That the question be now put.
 - (v) That a member named be not further heard.
 - (vi) That a member named do leave the meeting
 - (vii) That the resolution be referred to a committee.
 - (viii) To exclude the public or the press or both.
 - (ix) To adjourn the meeting.
- 24.
- (a) The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
 - (b) Members shall address the chairman, and when so doing be standing.
 - (c) If two or more members rise, the chairman shall call upon one of them to speak and the others shall resume their seats.
 - (d) Whenever the chairman rises during a debate all other members shall be seated and silent.

25. At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned”, or “that the Council do now adjourn”. If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated (but not otherwise), he shall forthwith put the motion. If the motion “that the question be now put” is carried, the Chairman shall call upon the mover to exercise, or waive his right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

CODE OF CONDUCT

26. You are a member/co-opted member of Westbury Town Council and hence you shall have regard to the following principals – **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

You must promote and support high standards of conduct when serving your public post, in particular as characterised by the following requirements, by leadership and example.

All members are expected to abide by the Dignity at Work – Bullying and Harassment Protocol.

Accordingly, when acting in your capacity as a member or co-opted member:

- (a) You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.
- (b) You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- (c) When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.
- (d) You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.
- (e) You must be as open as possible about your decisions and actions and the decisions and actions of your authority, and should be prepared to give reasons for these decisions and actions.
- (f) You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts in a way that protects the public interests, including registering and declaring interests in a manner conforming with the procedures set out below.

- (g) You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Registering and declaring pecuniary and non pecuniary interests

- (h) You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interests as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as husband and wife, or as if you were civil partners.
- (i) In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interests which your authority has decided should be included in the register.
- (j) If an interest has not been entered into the authority's register you must disclose the interest to any meeting of authority at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.
- (k) Following any disclosure of an interest which is not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.
- (l) Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your authority.

RIGHT OF REPLY

- 27. The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

ALTERATION OF RESOLUTION

- 28. A member may, with the consent of his seconder, move amendments to his own resolution.

RESCISSION OF PREVIOUS RESOLUTION

29. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names and signatures of at least seven members of the Council.
- (b) When a resolution has been disposed of, no similar resolution may be moved within a further six months.
- (c) Standing Order 29(a) only refers to decisions made by Town Council and does not apply to Working Groups, Task and Finish Groups or Committees, which can revisit any decision prior to submission to Town Council.

VOTING ON APPOINTMENTS

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

DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

31. If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 54.)

SEALING OF DOCUMENTS

32. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution, and it shall be applied by the proper officer in the presence of two members, who shall sign the document as witnesses.

COMMITTEES AND WORKING GROUPS

33. The Council may at the Annual Town Council Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
- (a) shall not appoint any member of a committee so as to hold office later than the next Annual Town Council Meeting;
- (b) may at any time dissolve or alter the membership of a committee; and
- (c) any member (other than Mayor or Deputy Mayor) may sit on either Highways, Planning & Development Committee or Policy & Resources Committee.
- (d) Three members from Highways, Planning & Development Committee and Policy & Resources Committee (other than Mayor or Deputy Mayor) may sit on the Finance Committee. These members to be elected at the first meetings

- of Highways, Planning & Development Committee and Policy & Resources Committee following the Annual Town Council meeting.
- (e) If the Chairmen of the HP&D and P&R Committees are elected to the Finance Committee, they are ineligible to be elected to the office of Chairman or Vice-Chairman of the Finance Committee.
 - (f) All members of the Town Council are eligible to sit on all working & task and finish groups regardless of the originating committee.
 - (g) When Town Council, or a committee, wishes to set up a new working group or task and finish group, the Town Clerk to notify all members of Council prior to that meeting requesting any applications to sit on that group, and at that meeting those applications to be considered. If there are more applications than there are places, decisions should be made based on the availability of applicants.”
34. The chairman and vice-chairman of the Council may be members of every committee, and working group of the council.
35. Every committee shall at its first meeting before proceeding to any other business, appoint a chairman and may elect a vice-chairman – in general the term of office will be until the next annual meeting of the Council.
- (a) The Chairman and Vice-Chairman of the Council, and the Chairmen and Vice-Chairmen of committees should serve in office for no more than two consecutive years in the electoral lifetime of the Council.
 - (b) Any member wishing to be considered for election to the office of Chairman or Vice-Chairman of the Town Council, or of a committee of the Council, and who is unable to attend the relevant meeting (or meetings), should apply to the Town Clerk in writing, or by e-mail, before the said meeting.
36. The chairman of a committee or the chairman of the Council may summon a special meeting of that committee at any time. A special meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted.
37. The Town Council and every committee may appoint working groups or task and finish groups for purposes to be specified by the Council or specific committee.
38. No committee/working group shall appoint a member of such a committee to negotiate with another Authority if that member is currently a member of that Authority. The minimum membership of each working group shall be 4 with a maximum of 7 members which includes two ex-officio members.
39. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a working group, the quorum of a committee or working group shall be three members.
40. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts

and other matters shall apply to committee meetings as well as working group and task and finish group meetings insofar as they are appropriate.

VOTING IN COMMITTEES

41. Members of committees and working groups shall vote by show of hands, or other appropriate public indication.
42. CHAIRMEN OF COMMITTEES AND WORKING GROUPS SHALL HAVE A SECOND OR CASTING VOTE.

PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

43. A member who has proposed a motion, which has been referred to any committee of which he is not a member, may explain his motion to the committee, but shall not vote.
44. Any member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or working group of which he is not a member, and may speak at the invitation of the Chairman, but not vote.

REGISTER OF GIFTS

45. (a) All staff/members to notify/record gifts.
(b) The Clerk to maintain the Register of Gifts.

INTERESTS

46. If any member has any private interest, both pecuniary and non-pecuniary, within the meaning of paragraph 6 of Westbury Town Council's Code of Conduct, adopted by this council on 2nd July 2012, in any contract, proposed contract or other matter, he shall, if the interest be prejudicial, withdraw prior to the vote being taken from sight and sound (preventing improper influence) of the meeting unless:
 - (a) he has been granted dispensation by the Town Clerk or Westbury Town Council.
 - (b) the contract, proposed contract or other matter is under consideration as part of the report of a committee and is not itself the subject of debate.
47. THE MINUTE BOOK SHALL RECORD PARTICULARS OF ANY NOTICE GIVEN BY ANY MEMBER OR ANY OFFICER OF THE COUNCIL OF A PECUNIARY INTEREST IN A CONTRACT, AND THIS INFORMATION SHALL BE AVAILABLE DURING REASONABLE HOURS OF THE DAY FOR THE INSPECTION OF ANY MEMBER.
48. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may

be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed the Standing Orders on interests of members in contracts and other matters shall apply.

The Clerk shall make known the purport of this Standing Order to every candidate.

CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

49. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, a member may give a written testimonial for submission to the Council with an application for appointment.
50. Standing Orders Nos 47 and 48 shall apply to tenders as if the person making the tender were a candidate for an appointment.

INSPECTION OF DOCUMENTS

51. A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.
52. (a) ALL MINUTES KEPT BY THE COUNCIL AND BY ANY COMMITTEE SHALL BE OPEN FOR THE INSPECTION OF ANY MEMBER OF THE COUNCIL.
- (b) The Minutes of the Council and committees (except those when the press and public have been excluded) shall be open to inspection.

UNAUTHORISED ACTIVITIES

53. No member of the Council or of any committee or working group shall in the name of or on behalf of the Council:
- (a) inspect any lands or premises which the Council has a right or duty to inspect; or
- (b) issue orders; unless authorised to do so by the Council or the relevant committee or sub-committee; or
- (c) shall by word of mouth, or through literature, give grounds to believe that such actions have the approval of the Town Council.

ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

54. THE PUBLIC AND THE PRESS SHALL BE ADMITTED TO ALL MEETINGS OF THE COUNCIL AND ITS COMMITTEES, WHICH MAY, HOWEVER,

TEMPORARILY EXCLUDE THE PUBLIC OR THE PRESS OR BOTH by means of the following resolution, viz:

“That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the

press
public and press
public

be temporarily excluded and they are instructed to withdraw.”

A Public Forum shall be held at the commencement of each Town Council and Committee Meeting. Members of the public are required to register within 10 minutes prior to the start of the meeting, there will be a maximum input per person of 5 minutes, and the Forum shall not exceed thirty minutes.

55. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. The Openness of Local Government Bodies Regulation 2014 permits any person (including the press) who attends a council (or committee) meeting to report on the proceedings of the meeting. A person may not orally report or comment about a meeting as it takes place but otherwise may:
- a) film, photograph or make an audio recording of a meeting but should forewarn the Clerk of their intentions to do so and not just carry out this action.
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - c) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
56. At all meetings of the Council the Chairman may, at his discretion and at a convenient time in the transaction of the business, adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting.
57. If a member of the public interrupts the proceedings at any meeting, the chairman may, after warning, order that the offender be removed from the Council Chamber, or that the part of the Chamber open to the public be cleared.

CONFIDENTIAL BUSINESS

58. No member of the Council, or of any committee or working group shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or working group as the case may be - any such action would be contrary to Paragraph (3) of the Revised Model Code of Conduct 2007, as applicable to parish and town councils, and would be referred to the Standards Committee.

LIAISON WITH WILTSHIRE COUNCILLORS

59. A notice of meeting shall be sent, together with an invitation to attend, to the Wiltshire Councillors representing the Westbury wards.

60. Unless the Council otherwise orders, a copy of each letter ordered to be sent to Wiltshire Council shall be transmitted to the Wiltshire Councillor for the ward concerned.

PLANNING APPLICATIONS

61. (a) The Clerk shall refer every notified planning application to the chairman of the appropriate committee, or to the Council.
(b) Every planning application notified to the Council shall be recorded in the Minutes of the appropriate committee, or of the Council.

VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

62. (a) 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.
(b) A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least (7) councillors.

STANDING ORDERS TO BE GIVEN TO MEMBERS

63. (a) A printed copy of these Standing Orders and Financial Regulations shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.
(b) If and when amendments are made to Standing Orders and Financial Regulations, the amended page is re-issued to members of the council at the earliest opportunity.
64. Standing Orders/Financial Regulations should be reviewed in the penultimate year of the council by the Council, or earlier by resolution approved by the Council, with Financial Regulations to be reviewed annually.

CAPITAL PURCHASES/PROJECTS

65. (a) A capital purchase or project is defined as any such expenditure above £1,000.00.
(b) A major capital project is defined as any such expenditure above £10,000.00.

WILTSHIRE COUNCILLORS

66. Any Wiltshire Councillor elected to represent Westbury can make a report (on a Wiltshire Council matter) at any town council/committee meeting at the specific agenda item.

Updated 4th 2016

Appendix 1

Terms of Reference

Policy & Resources (formerly General Purposes)

Policy

Health & Wellbeing (inc leisure & recreation)

Licensing (services)

Corporate Matters & Events

Website

Standing Orders (or anything that effects or changes Standing Orders)

Standards

Grants & Donations

CCTV, Public Safety & Street Scene

Delegation of Services

Emergency Planning

Statement of Intent

Referenda

Authorise expenditure within its delegated budget

Receive reports from Working Groups & Task & Finish Groups and scrutinize authorised expenditure

HP&D

Planning (Applications/Consultations/Decisions)

Core Strategy (Implementation/Consultations)

Parking requirements

Street Names

Street Furniture

Street Scene

Transport Consultations

Neighbourhood Planning (Implementation & Monitoring)

Footpaths, Dropped Kerbs & Driveways

Road Traffic Orders

Road Closures

Town Improvement Group

Authorise expenditure within its delegated budget

Receive reports from Working Groups & Task & Finish Groups and scrutinize authorised expenditure

Finance

Audit & Monitoring role

Financial Regulation and Procedures

Internal Controls

Draft Budget & Precept

Asset & Risk Registers

Monitoring of Grants

Investments

Management Team

Purpose:

To provide a permanent, effective link between the Council and Officers so that the Corporate Business of the Council is Clear, Understood, Prioritised, Timetabled and Delivered in the way that the Council has Determined.

They should do this by setting up an effective system of Performance Management that has an Operational focus and a Human Resource focus.

Operations:

- Establishes an effective rolling plan of work [council resolutions] and determine the Council's Corporate Priority's within the work plan;
- Set a timetable and programme of delivery, monitoring outcomes;
- Refer back [to council / committee] decisions that are either unclear or potentially (unintentionally) places the Council at Risk;
- Check that agendas for Council and Standing Committees are correct and full in accordance with schemes of delegation.

Human Resource:

- Implement an appropriate system of staff appraisal that takes into account personal performance and identifies opportunities for personal development and growth;
- Agree Annual Performance Objectives for the Clerk;
- Present to the Policy Committee policies for the effective performance management of staff;
- Monitor staff motivation and morale in terms of Capacity and Capability;
- Make budget recommendations to the policy Committee for staff training & development.

The Team should consider its own frequency of meetings.

Town Council

Urgent Items

Ultimate approval of decisions

Appointment of Town Clerk

Approving Budget & Precept

Borrowing money

Approval of Annual Accounts & Annual Return

Appointments to Committees & Working Groups

Standing Orders (Approval/Ratify/Revoke)

Making of Orders under Statutory Powers

To receive committee reports

Appointment of Internal Auditors