



# **Fazeley Town Council**

## **Constitution & Standing Orders**

**Amended by the Town Council on 14<sup>th</sup> September 2015**

**Signed by the Mayor**

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**Cllr Brian Houlton**

**Date: \_\_\_\_\_**

Town Hall  
Lichfield Street  
Fazeley  
Nr Tamworth  
Staffs

R Young  
Clerk to the Council

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

- a) Meetings of the Council shall be held at the Town Hall, Fazeley or at Mile Oak Youth Annex at 7.30pm or at such other venue or time as the Council may from time to time determine.
- b) The Statutory Annual Meeting in an election year shall be held on the 2nd Monday next following the ordinary day of election to the Council. In a year that is not an election year the Statutory Annual Meeting shall be held on the second Monday in May.
- c) Meetings of the Council shall be held at monthly intervals on the second Monday of the month, with the exception of the month of August when no meeting shall be held, unless called for by the Mayor in matters of urgency.
- d) The notice of the meeting shall be posted on a public notice board within the parish of Fazeley and issued to all elected members of the Town Council no later than 5 working days prior to the date of the meeting and shall include the matters to be discussed at the said meeting.
- e) An extraordinary meeting of the council can be called for, if required, at anytime by the Mayor. Members must be given at least 5 working days notice for the meeting.
- f) Members of the council can also call an extraordinary meeting of the council to discuss a single issue. The meeting must be called by submission of a letter to the clerk signed by no less than 4 members of the council. The letter must state the item to be discussed.

## **2. ELECTION OF LEADER OF THE COUNCIL, MAYOR AND DEPUTY MAYOR**

The council shall at the Annual Meeting, or if the offices become vacant, appoint a Leader, Mayor and Deputy Mayor.

This shall be done by vote at full council with each nomination.

The election of the Mayor shall be majority vote.

## **3. ROLES & RESPONSIBILITIES**

### **(i) Mayor**

The Mayor is the first citizen of Fazeley, Bonehill & Mile Oak and represents the council and its citizens at official civic functions.

The Mayor shall be the Chairman of full council meetings, and ensure the secure running and good governance of the meeting and decisions taken.

The Mayor shall be responsible for setting the agenda of the full council in consultation with the Leader.

### **(ii) Deputy Mayor**

The deputy Mayor will stand in for the Mayor as and when necessary and maintain order of speakers in the full council meeting. The Deputy Mayor will also be the Deputy Leader and fill in for the Leader if required to do so.

**(iii) Committee Chairman**

Committee Chairman are responsible for the agenda and work plan of the committee. Chairman are required to report back to full council on the committee recommendations, reports or findings as and when required by the committee or full council.

**4. CHAIRMAN OF MEETING**

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting. The Chairman shall be the Mayor (in his absence the Deputy Mayor) or if both are absent whoever the council elects for that meeting only.

**5. QUORUM**

- a) Four members shall constitute a quorum.
- b) 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 as the Chairman may fix.

**6. VOTING**

- a) Members shall vote by a show of hands, or, if at least two members so request, by signed ballot.
- b) If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it.
- c) Subject to (i) and (ii) below the Chairman may give an original vote on any matter put to the vote.
  - i) Subject to (ii) 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.
  - ii) In any case of an equality of votes, the Chairman may give a casting vote.

**7. PROPER OFFICER**

Where a statute, a regulation or order confers functions or duties on the Proper Officer of the Council, in the following cases he shall be the 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 and other documents on behalf of the Council.
- e) To receive copies of byelaws made by a District Council.
- f) To certify copies of byelaws made by the Council.
- g) To sign summonses to attend meetings of the Council.

- h) To take and maintain full council & committee minutes.
- i) To maintain and record the council finances

**8. ORDER OF BUSINESS**

- (i) Except as otherwise provided by paragraph (ii) of this Standing Order, the order of business at every meeting of the Council shall be:
  - i. To choose a person to preside if the Mayor and Deputy Mayor be absent.
  - ii. To deal with any business required by statute to be done before any other business.
  - iii. To approve as a correct record and sign the minutes of the last meeting of the Council.
  - iv. To dispose of business (if any) remaining from previous meetings.
  - v. To deal with any business expressly required by statute to be done.
  - vi. Mayor's announcements.
  - vii. To answer questions to the Mayor, Deputy Mayor, Committee Chairman or Town Clerk.
  - viii. To receive and consider reports from the Clerk to the Council.
  - ix. To authorise the sealing of documents.
  - x. To consider motions or recommendations in the order in which they have been received.
  - xi. To authorise the signing of orders for payment.
  - xii. Any other business specified in the summons.
- (ii) A motion to vary the order of business may be proposed:
  - a) By the Chairman at his discretion.
  - b) By a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

**9. MOTIONS MOVED ON NOTICE**

- (i) 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 ten working days before the next meeting of the Council.
- (ii) 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 and shall enter it in a book, which shall be open to the inspection of every member of the Council.

- (iii) 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/she intends to move at some later date or that he/she withdraws it.
- (iv) If a motion 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.
- (v) Every notice shall be relevant to some matter over which the Council has power or which affects its area.

**10. MOTIONS MOVED WITHOUT NOTICE**

The following may be moved without notice:

- a) To appoint a Chairman of the meeting, when neither the Mayor or Deputy Mayor is in attendance
- b) Motions relating to the accuracy of the minutes.
- c) To alter the order of business.
- d) To proceed to the next business.
- e) That the question now be put.
- f) That the debate be adjourned.
- g) To appoint a committee or members thereof.
- h) To refer a matter to a committee.
- i) To adopt a report.
- j) To authorise the sealing of documents.
- k) To agree the findings or recommendation of a committee.
- l) To amend a motion.
- m) To give leave to withdraw a motion or amendment.
- n) To delegate tasks to individual members.
- o) To exclude the press.
- p) To exclude the public.
- q) To silence or eject from the meeting a member named for misconduct.
- r) To invite a member having an interest in the subject matter under debate to remain.
- s) To give the consent of the Council where such consent is required by these Standing Orders.

## 11. **QUESTIONS**

- (i) Members may with or without notice ask the Mayor, Deputy Mayor, committee Chairman or clerk any question concerning the business of the Council.

If members require answers at the meeting, their questions shall be submitted to the Town clerk no less than 7 working days before the meeting, if not a written answer can be provided after the meeting.

Written answers will be made available by the Town Clerk at the next full council meeting and recorded in the minutes.

- (ii) Members of the public may ask questions of the Mayor, Deputy Mayor, Committee Chairman or Clerk. Questions need to be submitted to the Leader, Mayor or Town Clerk 7 working days before the meeting. If received after this time they can be carried over to the next meeting of the council.

## 12. **RULES OF DEBATE**

- (i) 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.
- (ii) 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.
- (iii) A member, when seconding a resolution or amendment, may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- (iv) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
- (v) An amendment shall be either:
  - a) To leave out words.
  - b) To leave out words and insert or add others.
  - c) To insert or add words.
- (vi) An amendment shall not have the effect of negating the motion before the Council.

If an 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.

- (vii) A further amendment shall not be moved until the Council has disposed of the previously moved amendment.
- (viii) The mover of an amendment or a resolution shall have a right of reply.
- (ix) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move closure.

- (x) 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.
- (xi) 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 on it after permission has been asked for the withdrawal unless such permission has been refused.
- (xii) When a motion is under debate no other motion shall be moved except the following:
  - a) To amend the motion.
  - b) To proceed to the next business.
  - c) To adjourn the debate.
  - d) That the question be now put.
  - e) That a member named be not further heard.
  - f) That a member named does leave the meeting.
  - g) To exclude the public or press or both.
  - h) That the motion be referred to a committee.
  - i) To adjourn the meeting.
  - j) To request a signed ballot, in accordance with Rule 6
- (xiii) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (xiv) Members shall address the Chairman.
- (xv) If two or more members rise the Chairman shall call upon one of them to speak and the others shall resume their seats.
- (xvi) Whenever the Chairman rises during a debate all other members shall be seated and silent.
- (xvii) At the end of any speech a member may, without comment, move "that the question now be put", "that the debate be now adjourned" or that the Council do not adjourn.

If such motion is seconded and if the Chairman is of the opinion that the question before the Council has been sufficiently debated he shall forthwith put the motion. If the motion "that the question now be put" is carried, he 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.

- (xviii) The mover of a resolution shall have a right of 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.

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

**13. MOTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service of any person employed by the Council, it shall not be considered until the Council or committee has decided whether or not the public shall be excluded.

**14. VOTING ON APPOINTMENTS**

When 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. In such cases as the ballot is between 2 nominees and no majority vote is available the casting vote of the Mayor will be used.

**15. RESCISSION OF PREVIOUS RESOLUTION**

A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by special resolution; the written notice thereof bears the names of at least four members of the Council.

When a special resolution has been disposed of, no similar resolution may be moved within a further six months. This Standing Order shall not apply to resolutions moved in pursuance of the report or recommendation of a committee or full council.

**16. DISORDERLY CONDUCT**

No member shall misconduct himself at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstructing business or by behaving irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.

Members shall conduct themselves in accordance with the national code of conduct

If in the opinion of the Chairman the member has so misconducted himself, the Chairman may express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

If the motions mentioned above are disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

## **17. RESOLUTIONS ON EXPENDITURE**

Any motion which if carried out, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of, or reduce the revenue at the disposal of, any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon.

## **18. EXPENDITURE**

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

## **19. SEALING OF DOCUMENTS**

A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution at full council.

## **20. COMMITTEES AND SUB-COMMITTEES**

- a) The Council at the Annual Meeting appoint membership of the standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:
  - (1) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
  - (2) May at any time dissolve or alter the membership of a committee.
- b) The standing committees shall be -
  - (1) Communications Committee – responsible for the council's communications & publications with residents. This includes but is not exclusive to websites, council newsletters, parish plans & advertising.
  - (2) Town Works Committee – to administer the council assets such as the Town Hall, community Centres, land etc...
  - (3) Staffing committee – this committee shall exist to deal with staffing issues as they arise. These will include (but not exclusively) appointments of staff, reviews of terms and conditions of employment, receive complaints against members of staff, investigate misconduct by employees and all other staffing related issues as referred by full council. This committee will only meet if required by full council or in response to representations.
- c) It is not required for the Mayor or Deputy Mayor to be a member of every committee.
- d) No committee can authorise spend or sign documentation on behalf of the council. Committees can only recommend to full council. Committee recommendations or suggested actions must be approved by full council by motion in accordance with rule 10 (k) to be actioned by the council.
- e) Each committee shall, at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who will hold office until the next Annual Meeting of the Council.

- f) The Chairman of a committee or the Mayor may summon a special meeting of that committee at any time. A special meeting shall also be summoned on that requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
- g) Every committee may appoint sub-committees for purposes to be specified by the committee.
- h) The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
- i) Except where ordered by the Council in the case of a committee, or by the Council or appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members.
- j) 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 and sub-committee meetings in so far as they are appropriate.
- k) Members of committees shall vote by show of hands.
- l) Chairmen of committees and sub-committees shall have a second or casting vote.
- m) Committees are not permitted to take decisions on behalf of the council on matters with entering the council into contracts unless authorised to do so by a motion in full council.

**21. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

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

**22. ACCOUNTS AND FINANCIAL STATEMENT**

- a) Except as provided in paragraph (b) of this Standing Order, all accounts for payment and claims upon the Council shall be laid before the Council.
- b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the Clerk. Unless it has been otherwise authorised by the Council, payment shall be authorised by the committee, if any, having charge of the business to which it relates or by the Mayor or Deputy Mayor.
- c) All payments authorised under paragraph (b) of this Standing Order or made without the authority of the Council shall be separately included in the next schedule of payments laid before the Council.
- d) The Clerk shall supply to each member at the ordinary meeting next after the end of the financial year a statement of receipts and payments.

- e) The council shall approve a budget at the February meeting detailing precept requirements, predicted spend and balances of the council for the coming financial year. This shall be made available for public inspection.
- f) The clerk will be responsible for reporting spend against the council's budget each quarter.

**23. INTERESTS**

If any member has any pecuniary interest, direct or indirect, within the meaning of sections 94/95 of the Local Government Act 1972 in any contract, proposed contract or other matter, he shall, while it is under consideration by the Council, withdraw from the meeting unless:

- a) The disability imposed upon him by those sections has been removed by the District Council; or
- b) The Council invite him to remain; or
- c) 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 a debate.

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

**24. RELATIVES OF MEMBERS OR OFFICERS**

If a candidate for any appointment under the Council is to his knowledge related to any member of the Council, 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 to do so 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 Order 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.

**25. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS**

- 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 section 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 of a candidate's ability, experience or character for submission to the Council with an application for appointment.

**26. INSPECTION OF DOCUMENTS**

- a) 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.
- b) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.
- c) The minutes of the Council shall be open to inspection by any elector on payment of no fee.

**27. UNAUTHORISED ACTIVITIES**

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:

- a) Inspect any lands or premises which the Council has a duty or right to inspect; or
- b) Issue orders unless authorised to do so by the Council, or the relevant committee or sub-committee.

**28. ADMISSION OF PUBLIC AND PRESS TO MEETINGS**

- a) The public and press shall be admitted to all meetings of the Council and its committees and sub-committees which may however temporarily exclude the public or press or both by means of the following resolution:

“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 (or public, or both) be temporarily excluded and they are instructed to withdraw.”

- b) The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
- c) If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that he/she be removed from the Council Chamber or that part of the chamber open to the public be cleared.

**29. CONFIDENTIAL BUSINESS**

No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, committee or sub-committee as the case may be.

**30. PLANNING APPLICATIONS**

- a) The Clerk shall refer every planning application notified to the council from to the next ordinary meeting of the Council.
- b) The council can respond as a entity to a planning application or delegate this to an individual member

If full council delegates to an individual member the task of submitting a representation on a planning e council the member shall -

- (i) Circulate the representation to the members
- (ii) Clerk

- (iii) Update members at the next full council meeting under the planning agenda item

### **31. STANDING ORDER ON CONTRACTS**

- a) Where it is intended to enter into a contract exceeding £200 but not exceeding £2,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given.
- b) Where the value of the intended contract exceeds £2,000 similar notice shall be given in addition to all firms included on the list of approved contractors maintained by the Town Council, and if no such list is maintained then in such newspapers circulating in the area as the Council shall then direct.
- c) Each notice shall state the general nature of the intended contract and shall, in addition, state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- d) If no tenders are received or if all tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.
- e) A notice issued under this Standing Order shall contain a statement of the effect of Standing Order No 24.

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

Any motion to add to, vary, or revoke these Standing Orders shall when proposed and seconded stand adjourned to the next meeting of the Council.

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

- a) Subject to paragraph (b) of this Standing Order, any of the preceding Standing Orders may be suspended so far as regards any business at the meeting where its suspension is moved.
- b) A motion to suspend Standing Orders shall specify the number of the order and shall not be moved without notice (i.e.: under Standing Order No 9) unless there shall be present at least one-half of the whole number of members of the Council.

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

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office.

### **35. ATTENDANCE BY MEMBERS**

Should a member miss six consecutive full council meeting the member is eligible for expulsion from the council, with their seat becoming vacant.

The expulsion is automatic unless a motion is passed by full council. This must be done so under announcements from the Mayor and be based on the grounds of exceptional circumstances such as injury or ill health.

The motion may

1. end the period the member may remain absent from the council for

- (iv) one month
- (v) 6 months
- (vi) The remainder of their term of office.

The motion must be moved and seconded and recorded under named vote.

### **36. CONSTITUTION & STANDING ORDERS**

The council's constitution and standing orders can be updated or reviewed at the annual meeting of the council only. The council staffing committee can be tasked with a review of the constitution before the annual meeting by full council. Changes of the council can only be made by a majority vote of full council and the motion must be moved and seconded and recorded under named vote.

### **37. TOWN COUNCIL PROJECTS**

All Town Council projects with budgetary implications shall require three quotes prior to the agreement to commence any such work.

### **38. DELEGATED POWERS**

The Town Mayor and Town Clerk can agree expenditure up to £500 per item and report to next Town Council meeting.

### **39. TOWN COUNCIL MEETING AGENDA – PRIVATE AND CONFIDENTIAL SECTION**

The Town Council meeting agenda will only include a Private and Confidential section of the meeting if tenders are to be reviewed.

### **40. HALL USERS (DEPOSITS AND AGE RANGE OF USERS)**

Bookings for the Town Hall for groups aged under 18 will only be accepted subject to a pre named adult on the booking form.

### **41. USE OF THE TOWN HALL BY COUNCILLORS**

Any group of Fazeley Town Councillors and all other locally elected political representatives (MEP, MP, Staffordshire County Councillors and Lichfield District Councillors), in pursuant of their elected duties, are entitled to use the Town Hall free of charge provided the meeting does not clash with an existing booking.

### **42. ANNUAL PARISH ASSEMBLY**

The Annual Parish Assembly shall be held between 1<sup>st</sup> March and 1<sup>st</sup> June each year and shall be publicised a minimum seven days prior to the date of the meeting. In an election year, the meeting shall not be held during the election period (the 5 weeks prior to the date of the election).

## **EXTRACT FROM CODE OF LOCAL GOVERNMENT CONDUCT**

The code sets out six guidelines on public duty and private interest.

- a) Your over-riding duty as a Councillor is to the whole local community.
- b) You have a special duty to your own constituents including those who did not vote for you.
- c) Whenever you have a private or personal interest in any question, which Councillors have to decide, you must not do anything to let that interest influence the decision.
- d) Do nothing as a Councillor, which you could not justify, to the public.
- e) The reputation of your Council, and of your party, if you belong to one, depends on your conduct and what the public believes about your conduct.
- f) It is not enough to avoid actual impropriety; you should at all times avoid any occasion for suspicion or appearance of improper conduct.

On disclosure of a pecuniary or other interest, the code emphasises that non-pecuniary interest can be just as important as a pecuniary one.

“Kinship, friendship, membership of an association, society or trade union, trusteeship and many other kinds of relationship can sometimes influence your judgement, and give the impression that you might be acting for personal motives. A good test is to ask yourself whether others would think that the interest is of a kind to make this possible.”

On membership and chairmanship of Council committees and sub-committees:

“Councillors are advised that they should not seek chairmanships or vice-chairmanships of committees or sub-committees whose business is closely related to a substantial interest or range of interests of yourself or of any body with which you are associated.”