

Councillors are hereby summoned, and members of the public and press are invited, to attend the Annual Meeting of Crewkerne Town Council to be held on Monday 16 May 2022, starting at 18.45 in the Council Chamber, Town Hall, Market Square.

Note:

- Members of the public who wish to view the meeting proceedings, either in real time or afterwards, can access the meeting through the following link:

<https://www.youtube.com/channel/UCTA9K-7L4Onjcli2Gtz7tCg>

K. Sheehan, Town Clerk (signed on original)
10 May 2022

Agenda

Declarations of Acceptance of Office will be signed prior to the commencement of the meeting.

1. Election of Mayor and signing of the Declaration of Acceptance of Office.
2. Election of Deputy Mayor and signing of the Declaration of Acceptance of Office.
3. To note apologies for absence.
4. Declarations of Acceptance of Office: to agree a dispensation to permit any outstanding Declarations of Acceptance of Office to be signed in the presence of the Clerk before the next meeting of the Full Council.
5. To confirm the minutes of the Town Council meetings held on 14 February 2022, 14 March 2022, 11 and 25 April 2022.
6. Declarations of interest in items on the agenda.
7. To elect the Chairman and Vice Chairman of Planning and Highways Committee.
8. To elect the Chairman and Vice Chairman of Policy and Resources Committee.
9. To elect the Chairman and Vice Chairman of Amenities Committee.
10. To appoint the members of the Joint Burial Committee.
11. To appoint Councillors to sub-committees & steering groups.
12. To appoint banking signatories/online banking authorisers for payments.
13. To appoint Councillors to check the invoices and reconciliations each month prior to Town Council meetings.
14. To appoint the representatives to various Outside Bodies.

15. General Power of Competence (GPC): to reaffirm that the Council remains eligible to use the GPC because it has met the two requirements (2/3 elected Councillors, and a qualified Clerk).
16. To reaffirm the following:
 - a. Standing Orders
 - b. Financial Regulations
17. Model LGA Code of Conduct: to consider adopting the updated Model Code of Conduct, or to reaffirm existing Code of Conduct.
18. Higher Tier authorities: to receive verbal reports from County and District Councillors.
19. Clerk's progress report: to receive a verbal update (for information only).
20. Town Council Surgeries & Coffee with Councillors events: to note dates and confirm Councillors in attendance.
21. To receive Matters of Report (for information only).
22. Next meeting on Monday 27 June 2022, 18.45, Council Chamber. There will be a short Full Council meeting following the conclusion of the Amenities Committee meeting on 23 May 2022.

Appointment of Councillors to Mayor, Deputy Mayor, Committees, Working Groups and other appointments: 2022/23

Committee/Working Group - AGENDA ITEM 11		2021-22	2022-23
Mayor		Cllr. Head	
Deputy Mayor		Cllr. Pailthorpe	
Planning & Highways Committee	Chair	Cllr. Cottle	
	Vice Chair	Cllr. Pailthorpe	
Policy & Resources Committee	Chair	Cllr. Roundell Greene	
	Vice Chair	Cllr. Stuart	
Amenities Committee	Chair	Cllr. Wakeman	
	Vice Chair	Cllr. Best	
Joint Burial Committee		Cllr. Best	
		Cllr. Pailthorpe	
		Cllr. Stuart	
		Cllr. Wakeman	
		Cllr. Samuel	
Staffing Committee		Mayor: Cllr Head Cllr Best Cllr Wakeman Reserves: Dep. Mayor: Cllr Pailthorpe Cllr Hodgson	Mayor:
Youth Service Steering Group		Chair: Cllr Pailthorpe Cllr Wakeman	
Neighbourhood Plan Steering Group		Chair: Cllr. Pailthorpe Cllr. Best Cllr. Cottle Four non-council members	
Bincombe management committee		Cllrs. Pailthorpe and Stuart	
Grievance, Capability and Disciplinary Committee		Dep. Mayor: Cllr Pailthorpe Cllr Aslett Cllr Best Cllr Stuart Cllr Roberts	Dep. Mayor:
Appeals Committee		Mayor: Cllr Mrs Head Cllr Cottle Cllr Hodgson Cllr Roundell Greene Cllr Wakeman	Mayor:
Other appointments - AGENDA ITEMS 12 & 13			
Banking signatories for cheques and online banking authorisers		Cllrs. Head, Best, Wakeman, Cottle, Pailthorpe and Hodgson.	
Cllrs to check invoices and reconciliations each month prior to Town Council meetings		Cllrs. Wakeman, Cottle, and Pailthorpe.	

AGENDA ITEM 14 - Outside Bodies	2021-2022	2022-2023
ABCD	Cllr. Wakeman	
Birds Almshouses (Official charity title: Robert Bird Cottage Homes)	Cllr. Wakeman	
Chubbs Almshouses (Official charity title: The Matthew Chubbs Almshouses)	Cllrs. Best, Stuart and Pailthorpe	
Crewkerne Action for the Disabled	Cllr. Head	No longer required.
Crewkerne Christmas Committee	Cllrs. Best, Head and Wakeman	
Crewkerne Leisure Management (CLM)	Cllr. Best	
Crewkerne Local Information Centre	Cllr. Pailthorpe	
Crewkerne Voluntary Transport Committee (Official charity title: Crewkerne Welfare Transport Committee)	Cllr. Pailthorpe	
Enhayes Community Centre	Cllr. Roberts	
Heritage Centre	Cllr. Pailthorpe	
League of Friends of Crewkerne Hospital	Cllr. Head	
South Somerset Market Towns Investment Group (MTIG)	Cllr. Best supported by LIC Manager	
Crewkerne Community Safety Group	Cllrs. Best and Aslett	
Twinning Association	Cllr. Best	
Crewkerne business group	Cllr. Cottle	
PCN Neighbourhood Forum	Cllr. Head	



Agenda Item 17 – To consider whether to adopt the updated Model Code of Conduct issued by the Somerset Councils in consultation with Somerset Association of Local Councils (SALC).

Introduction:

The Local Government Association (“LGA”) has produced a new Model Councillor Code of Conduct (“the Code”) in association with key partners. This is intended to replace the previous Model Code, which was adopted by CTC in 2012. Jointly, the Somerset Councils and SALC are promoting the adoption of the new Model Code following the Unitary, Town and Parish elections taking place across the County in May 2022.

They have identified a number of benefits of this new Code including:-

- A commitment by the LGA to undertake an annual review of the Code to ensure it continues to be fit- for- purpose, incorporating advances in technology, social media and changes in legislation.
- A wealth of information to assist in interpreting the Code including:-
 - ✓ Significant detail within the Code itself to better aid interpretation,
 - ✓ Separate detailed guidance on the Code,
 - ✓ Training slides to support Councils in understanding the Code.
- Clarity for all Somerset councillors, particularly dual and triple hatted members, working to the same Code of Conduct. Additionally, this would provide clarity and consistency for the public.

The new Code builds upon the existing Code of Conduct but has been brought up-to-date to include such things as social media, harassment and importantly, a recognition that, as councillors, you should be able to undertake your role without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect your democratic role, encourage good conduct and safeguard the public’s trust in local government.

The Somerset Monitoring Officers and the Somerset Association of Local Councils highly commend the LGA Code for adoption in all Somerset Councils.

Supporting documents:

Draft Model Code of Conduct for Crewkerne Town Council (attached in agenda pack).

LGA Guidance on new Model Code of Conduct at [Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association](#).

Current Crewkerne Town Council Code of Conduct (available from [MEMBER CODE OF CONDUCT \(crewkerne-tc.gov.uk\)](#)).

Councillors are advised to read both Codes of Conduct.



Recommendation:

That Crewkerne Town Council resolves to adopt the new model Code of Conduct as attached.

In the event that Crewkerne Town Councillors decide not to adopt the new model Code of Conduct, Councillors should resolve to reaffirm the existing CTC Code of Conduct, in keeping with usual good practice at the Annual Town Council meeting.

K Sheehan, Town Clerk, 28 April 2022.

Code of Conduct

Adopted at the meeting of Crewkerne Town Council held on

Minute reference.....

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements, and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor. Your Monitoring Officer has statutory responsibility for the implementation

of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

- 1.1 I treat other councillors and members of the public with respect.
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

2. Bullying, harassment and discrimination

As a councillor:

- 2.1 I do not bully any person.
- 2.2 I do not harass any person.
- 2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that

undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

- 3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

- 4.1 I do not disclose information:
- a. given to me in confidence by anyone
 - b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and

3. I have consulted the Monitoring Officer prior to its release.

- 4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

- 4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

- 5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

- 6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

- 7.1 I do not misuse council resources.

- 7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and

- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Consideration of advice

As a councillor:

8.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.

8.2 I will give reasons for departing from the advice of the Responsible Finance Officer.

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

9. Complying with the Code of Conduct as a Councillor:

9.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.

9.2 I do not make trivial or malicious complaints against other councillors.

9.3 I cooperate with any Code of Conduct investigation and/or determination.

9.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.

9.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have

your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

10. Interests as a councillor:

10.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix C, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk or the Monitoring Officer.

11. Gifts and hospitality as a councillor:

11.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

11.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer

for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in Appendix C (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Appendix D (Other Registerable Interests).

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Appendix C, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensations may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which *directly relates* to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix D), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Appendix C) or a financial

interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which *affects* –
- your own financial interest or well-being;
 - a financial interest or well-being of a relative or close associate; or
 - a financial interest or wellbeing of a body included under Other Registerable Interests as set out in Appendix D

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) *affects* the financial interest or well-being:
- to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
 - a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

Appendix C: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix D: Other Registerable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.

Appendix E

Guidance on Bias and Predetermination – This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a ‘closed mind’ approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter.



Agenda Item 20 – To agree dates for forthcoming Town Council surgeries and identify Councillors to support each event.

Introduction:

Town Council surgeries are a good way of meeting members of the public and hearing issues and concerns first hand.

Traditionally, these surgeries have been held in the Council Offices on the third Saturday in each month, to coincide with the Farmer's Market.

Council surgeries have been increasingly well attended over recent months. Councillors are asked to collect 'surgery sheets' from the offices on the Friday before the event, to keep a log of the issues raised and contact details from those attendees requiring follow up action or communication. Please pass these sheets as soon as possible following the surgery to either the Clerk or Deputy Clerk.

DATE	COUNCILLOR 1	COUNCILLOR 2
Saturday 21 st May 2022		
Saturday 18 th June 2022		
Saturday 16 th July 2022		
Saturday 20 th August 2022		

Additionally, Councillors may wish to consider dates for 'Coffee with Councillor' events which are less formal sessions held in various coffee shops across town. These are held at varying times and days to provide a range of options to people for attending. These are usually one per month, spaced away from the surgery event.

MONTH	DATE & TIME	COUNCILLOR 1	COUNCILLOR 2
JUNE			
JULY			
AUGUST			

RECOMMENDATION:

That Councillors agree attendance for the Surgery & Coffee with Councillors events until August 2022 to assist with planning and publicity.

K Sheehan, Town Clerk, 28 April 2022.