



CHIPPENHAM
TOWN COUNCIL
Improving the quality of town life

Standing Orders



Introduction

The role of the Town Council is to ensure Chippenham is a thriving community and a healthy, vibrant, and attractive place in which to work, live and visit. The Town Council does this by working collaboratively, not only as an ambitious and committed team of Councillors and officers but also with a range of external strategic partners.

Chippenham Town Council is made up of 24 Town Councillors, there are three Councillors representing each of the eight ward areas within Chippenham. Councillors set the strategic priorities through the Corporate Strategic Plan and make key decisions such as setting the budget and precept each year.

Standing Orders are the written rules of Chippenham Town Council, mandatory statutory requirements are presented in **bold text** throughout.

These Standing Orders have been drafted using the model Standing Orders provided by the National Association of Local Councils with modifications to best suit Chippenham Town Council.

Standing Orders provide a clear framework for processes and rules associated with how the Council makes decisions and functions within legal and statutory parameters.

These Standing Orders will be reviewed and/or adopted annually by Full Council, if there are areas to be reviewed or any amendments, these shall be done via Working Party meetings and recommendations made to the Strategy & Resources Committee, and final changes adopted by Full Council. A record of the version history of this document since 2025 will be detailed below.

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Roles

Councillors

- 1.1 Councillors represent the views of residents in key decisions on policy and strategy of the Town Council. Decisions may include setting the Town Council's budget, awarding grants, adopting policies or providing comments on planning applications.
- 1.2 Councillors shall respond to communications in a timely manner and prepare for and attend meetings.
- 1.3 Councillors are encouraged where possible to attend Civic Events and shall send apologies to the Chief Executive if they are unable to attend.
- 1.4 If Councillors receive requests from the press or other media for an oral or written comment or statement from the Council or its Councillors, they shall:
 - Clarify who they are representing particularly if the Councillor holds multiple roles such as Town Councillor and Wiltshire Councillor.
 - Councillors shall also state in which role they are speaking e.g. as an individual Councillor, as Mayor, or representing a Committee.
 - Inform the Chief Executive and Head of Communications and Customer Services, this is encouraged before a comment is given.
 - Ensure any information given is factually correct and does not bring the Council into disrepute, information can be checked with Council employees in advance.
- 1.5 Councillors shall work collaboratively with Council employees and the public, but no individual Councillor shall:
 - Inspect any land and/or premises resulting in issuing of orders, instructions or directions, to staff, contractors or third-party organisations or assume the role of an employee.

Mayor

- 1.6 The Mayor is elected from Town Councillors each year at the Annual Meeting of Full Council.
- 1.7 The Mayor will preside at the first meeting of each Committee, Sub-Committee and Working Party in each municipal year.
- 1.8 The role of Mayor is ceremonial and non-political and represents the town at Civic and Ceremonial events and public engagements.

- 1.9 There is a separate Mayoral Protocol which outlines the role and duties of the Mayor.
- 1.10 The Mayor has no executive decision-making powers and does not direct the work of any officer.

Leader

- 1.11 The Leader is elected annually at the Annual Council Meeting. The role of Leader involves:
- Acting as the liaison between Councillors and officers, to provide feedback to the Chief Executive on the views of Councillors as a whole.
 - Providing leadership and open communication for all Councillors regardless of political proportionality of the Council.
 - Attending internal and external meetings with the Chief Executive or nominated officer as required to support the strategic objectives of the Council.
 - Being available to represent the Council's views when required.
 - Attending regular meetings with the Chief Executive and the Corporate Management Team.
- 1.12 The Leader has no executive decision-making powers and does not direct the work of any officer, or the Council.

Group Leaders

- 1.13 Each political group including Independents shall inform the Corporate Management Team who their Group Leader shall be and who their nominated Deputy Group Leader shall be at the start of each Term of Office (every 4 years), or after any changes made.
- 1.14 The role of Group Leaders involves:
- Attending regular Leaders meetings with the Corporate Management Team to represent the needs of their group and work collaboratively with officers.
 - Being the spokesperson of their group in conversations with officers and Leaders meetings.
 - Lead and communicate with their group and provide two-way feedback.
 - Work with other Group Leaders to ensure political proportionality and

compile the list of proposed Councillors from their group for all meeting appointments in advance of the Annual Council Meeting.

- To support Councillors with appointing substitutes if required.

- 1.15 Group Leaders have no executive decision-making powers and do not direct the work of any officer, or the Council.

Council Employees

- 2.1 Council employees work to deliver the services, facilities, and internal processes of the Council to achieve the Corporate Strategic Plan priorities and ensure the Council is legislatively and financially compliant.
- 2.2 Council employees shall work collaboratively with Councillors but shall not take direction from any individual Councillor.
- 2.3 Council employees shall support and provide professional, impartial, non-political advice to Councillors including during meetings.

Chief Executive (Proper Officer)

- 2.4 The Chief Executive shall undertake the duties of the Proper Officer in compliance with S.151 of LGA 1972. In their absence the role will be undertaken by the Deputy Chief Executive. If both are absent, the role will be undertaken by one of the Corporate Management Team on the direction of the Chief Executive.
- 2.5 The Chief Executive shall:
- **At least three clear days before a meeting of the Council, a Committee or a Sub-Committee:**
 - Serve on Councillors by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email).
 - Provide, in a conspicuous place, public notice of the time and place (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).
 - Convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.
 - Facilitate inspection of the minute book by local government electors.
 - Receive and retain copies of byelaws made by other local authorities.

- Arrange for legal deeds to be executed; **the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Chief Executive in the presence of two Councillors who shall sign the deed as witnesses.**
- As the Head of the Paid Service shall have responsibility for all matters relating to the management of the Council's staff.
- As the most senior adviser to the Council shall work collaboratively with the Leader of the Council and the Group Leaders.
- Be entitled to attend meetings of Full Council, Committees, Sub-Committees, Working Parties, Steering Groups or Advisory Groups, Forums or other meetings.
- Develop collaborative working relationships with partner organisations and stakeholders at a local, regional, national and international level.
- The Chief Executive has delegated decision-making powers as outlined in the section on delegated decision making.
- Delegate any matters to Council employees as required.
- Agree operational procedure notes or policies such as policies that sit under the Health and Safety Policy at an operational level.

Responsible Financial Officer (RFO)

- 2.6 The Council shall appoint a Responsible Financial Officer (RFO) in compliance with S.151 of LGA 1972.
- 2.7 The RFO shall be responsible for the Council's finances, to ensure the Council is operating within the law and the Council is adequately advised.
- 2.8 The RFO shall appoint appropriate staff member(s) to undertake the work of the RFO when the RFO is absent.

Chairs

- 3.1 The role of the Chair is to chair the relevant meeting, to ensure that all Councillors are able to share their views and engage in discussion and decision-making.
- 3.2 The role of Chair involves;
- Attending agenda briefings where officers will go through the meeting format and agenda items to ensure the Chair is prepared. Briefings may include updates on expected public attendance or questions, how voting may be managed or pre-meeting presentations.

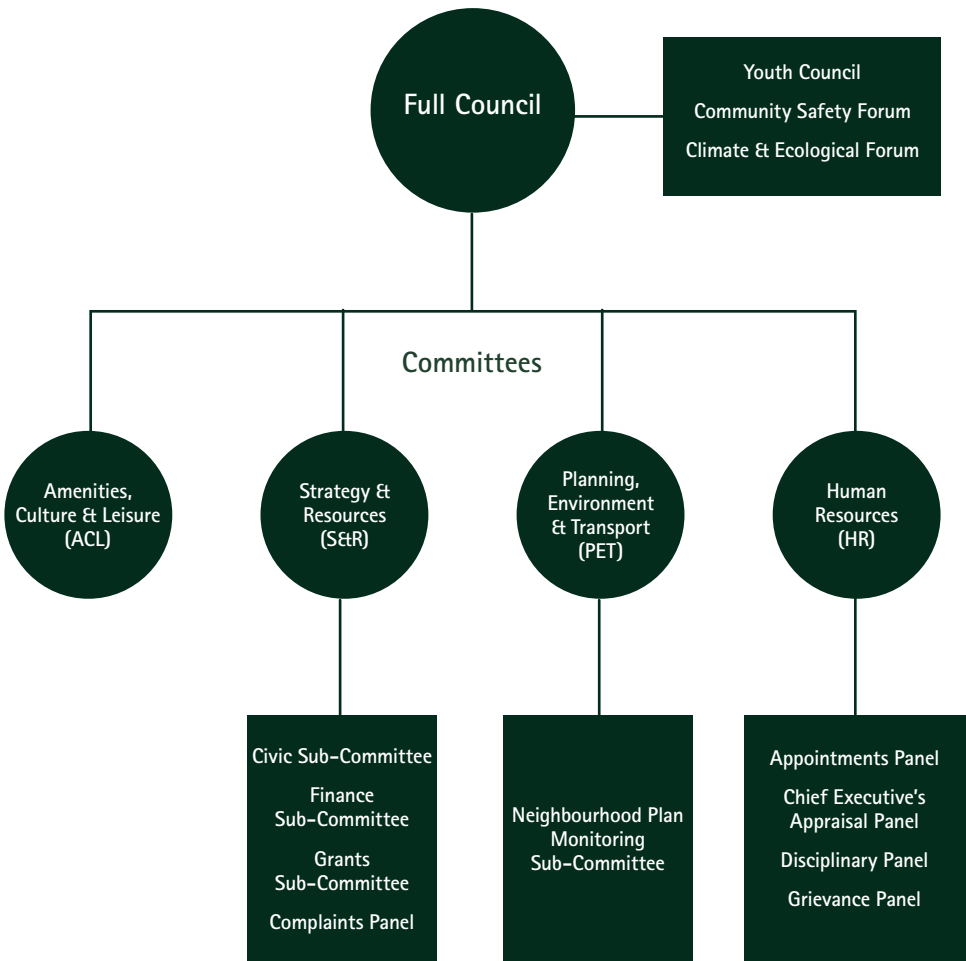
- Seeking guidance from and working collaboratively with officers.
- Raising ideas in accordance with the section on 'Raising Ideas'.
- Where applicable, managing public participation sessions in collaboration with officers, welcoming members of the public or speakers and ensuring that time limits are adhered to.
- Attending a specific training session on chairing meetings and skills within their term of office (every four years), this is a requirement for any Town Councillor prior to becoming a Chair or Vice Chair for any meeting.

- 3.3** **Subject to Standing Orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice Chair of the Council.** This delegation shall also apply to all other meeting Chairs and Vice Chairs for their respective meetings.
- 3.4** **The Chair, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice Chair if present, shall preside. If both the Chair and the Vice Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting only.**
- 3.5** Some Chairs are designated in advance for roles such as the Town Mayor for Full Council or the Leader for Strategy & Resources Committee. Where this is not the case and unless otherwise stated, the Chair will either be elected at the Annual Council Meeting or shall be elected at the first relevant meeting of the Committee, Sub-Committee, Working Party, or other meeting.
- 3.6** The decision of the Chair at a meeting as to the application of Standing Orders at the meeting shall be based on the professional advice of officers and shall be final.
- 3.7** Chair's announcements are for this purpose only and are not to be used for debate.
- 3.8** Chairs and Vice Chairs have no executive decision-making powers and do not direct the work of any officer, or the Council.
- 3.9** Where there are multiple nominees for one leadership position, the Chair may permit all nominees to speak for up to one minute each to explain why they would like to take on the role. This would apply to positions where nominations are not required in advance such as Leader, Deputy Leader, Chair or Vice Chair of any Town Council meeting.



Meetings, Committee Structure & Voting

Full Council, Committees and Sub-Committees



- 4.1 At Full Council, Councillors may be nominated to external bodies such as community organisations, but they shall not make decisions on behalf of the Town Council in this role.
- 4.2 **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- 4.3 **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 4.4 All Councillors make up Full Council, which sets the responsibility and work of Full Council, Committees, and Sub-Committees through Terms of Reference (TORs) in Standing Orders.
- 4.5 **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose Terms of Reference and members shall be determined by the Committee.**
- 4.6 The TORs outline the scope and delegated responsibilities of Full Council, Committees and Sub-Committees and are listed at APPENDIX A.
- 4.7 Decisions are made collectively by Councillors at legally constituted meetings. No individual Councillor shall make decisions or represent the view of the Town Council unless there is a resolution to do so.
- 4.8 Councillors may ask questions of officers during meetings; where detailed or complex information is sought such as specific financial figures, Councillors are requested to submit these to officers in advance of the meeting to enable an accurate response to be collated before decisions are made.
- 4.9 For some agenda items, questions will be requested 48 hours in advance in line with the above Standing Order. This will ordinarily apply to the budget setting meetings of Strategy & Resources in December and Full Council in January. This does not preclude Councillors from asking any questions during the meeting, officers shall answer if possible, but a response may not be available if there has been no advance notice.
- 4.10 **Voting on a matter shall be by a show of hands, which shall be raised high until the vote is concluded. If an alternative voting method is required, a suitable arrangement shall be as agreed with an individual Councillor.**
- 4.11 **At the request of a Councillor, the voting on any matter shall be**

- recorded so as to show whether each Councillor present and voting gave their vote for or against that matter.** Such a request for a recorded vote shall be made clearly before a vote is taken.
- 4.12** A recorded vote will always be taken at the meeting that determines the Council's annual budget and precept.
- 4.13** **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
- 4.14** **Subject to a meeting being quorate, all recommendations at a meeting shall be decided by a majority of the Councillors.**
- 4.15** **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
- 4.16** **See section on Ordinary Council Meetings for the different rules that apply in the election of the Chair of the Council at the Annual Meeting of the Council.**
- 4.17** **If a meeting is or becomes inquorate no business shall be transacted, and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**
- 4.18** A resolution shall not be reversed within six months except either by a Special Motion, which requires written notice by at least four Councillors to be given to the Chief Executive in accordance with the section on Councillor Motions that require written notice to the Chief Executive, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.
- 4.19** When a motion moved pursuant to the above Standing Order has been disposed of, no similar motion may be moved for a further six months.
- 4.20** Full Council, Committees and Sub-Committees shall be open to the public and press to facilitate transparency of decision-making throughout the Committee structure.
- 4.21** Other meetings such as Working Parties, Forums, Steering or Advisory Groups shall be set up when required and shall not be open to the public or press unless otherwise agreed.
- 4.22** Dates and frequency of meetings of Full Council, Committees, Sub-Committees, the Town Meeting and Civic & Ceremonial events will be

drafted by officers annually for the municipal year ahead, Full Council consider the calendar of meetings and Civic Events.

- 4.23** Town Councillors may attend meetings of any Committee, Sub-Committee, Working Party, Steering Group, Advisory Group or Forum which they are not a member excluding any discussion of confidential business. They must declare that they are not a member and may speak on any matter only with the permission of the Chair, they shall not vote but have a view recorded if so requested.
- 4.24** Wiltshire Councillors that represent a ward area in the Chippenham parish shall be sent the dates, agendas and reports of all public meetings.
- 4.25** All meetings take place at Chippenham Town Hall in the High Street, Chippenham unless otherwise stated on the agenda.
- 4.26** Unless otherwise stated on the agenda Full Council and Committees shall start at 7pm, Sub-Committees at 4pm, and Working Parties at 2pm.
- 4.27** A meeting shall not exceed a period of two hours with evening meetings being completed by 9pm. In exceptional circumstances, the Chair may consult with officers to extend the meeting to a reasonable time. The Chair shall ask Councillors to vote upon an extension in advance of the two hour point.

Working Parties

- Membership: 9 Councillors
- Quorum: 3

- 5.1** Full Council and Committees may constitute Working Parties via an officer report as 'task and finish' meetings, with a specific focus and clear goals set out in their Terms of Reference.
- 5.2** Working Parties do not make decisions but discuss and make recommendations to the relevant meeting.
- 5.3** Officers may seek other advice to support Working Parties if required for example, experts in a specific topic or project.
- 5.4** If there is a vacancy on a Working Party during the municipal year, Full Council or the relevant Committee that set it up shall consider filling the vacancy at their next suitable meeting. If the vacancy is not filled by members of a Committee, the Committee may resolve to open the vacancy to Councillors who are not members of that Committee. Nominations will be sought by email and appointment shall be considered at the next suitable meeting.

Panels

- Membership: 3 Councillors unless policy states otherwise
- Quorum: 2 members if an absence was unforeseen and a substitute could not be arranged

- 5.5 Panels are appointed by Committees for a specific function of the Committee that requires Councillor involvement, for example as set out in a policy.
- 5.6 Committees shall appoint three Councillors on the Committee to panels as required at the first Committee meeting of each municipal year unless otherwise stated in Council policy.
- 5.7 Chairing of panels shall be informally agreed, for the Human Resources Committee, it is customary that the Chair of HR is appointed to and chairs the Appointments and Chief Executive's Appraisal Panels. For S&T, it is customary that the Chair of S&T chairs the Complaints Panel.
- 5.8 Councillors appointed to these panels may seek and receive advice and guidance from the Corporate Management Team as required.

Steering Groups or Advisory Groups

- Membership: 6 Councillors and 6 members of the public
- Quorum: 3 members (to include at least one Councillor and one member of public)

- 5.9 Steering Groups and Advisory Groups are non-decision-making meetings which can steer or advise the Town Council on specific longer-term projects. They involve the appointment of six members of the public who volunteer to work alongside six Councillors on a specific focus.
- 5.10 Steering Groups and Advisory Groups shall be set up by Full Council or the relevant Committee.
- 5.11 The process of determining the six members of the public to the Steering or Advisory Group, or any other Council Forum, where public participation is being sought, shall be delegated to the Chief Executive and the decision to appoint any member of the public to the group, or Forum, shall be delegated to the Chief Executive in consultation with the Leader or Deputy Leader, and the relevant Chair.

- 5.12 The Chair shall be elected from the Councillor members and the Vice Chair shall be elected from the public members. The Chair will be ratified or re-elected by Full Council at the Annual Council Meeting each year.
- 5.13 All members shall abide by the seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 5.14 All members, both Councillors and public, shall be bound by the rules of confidentiality where applicable and shall declare any conflicts of interest in line with the Councillor Code of Conduct.
- 5.15 The Chair of the Council will automatically be allocated the first place on the Steering or Advisory Group and if constituted by Full Council will automatically be the Chair.
- 5.16 Notes of meetings shall be reported back to Full Council or the relevant Committee for information, these do not constitute minutes.

Forums

- Membership: 3 Councillors
 - Quorum: No designated quorum for Forums
- 5.17 Forums are non-decision-making meetings which enable discussion, collaboration and partnership working across the community with a common theme or specific focus.
- 5.18 Forums shall be set up by Full Council. At the Annual Council Meeting each year, three Town Councillors shall be appointed to the Forum and the Chair will be ratified or re-elected by Full Council from the appointed Councillor members to the Forum.
- 5.19 The Vice Chair shall be elected from the non-Councillor attendees at the first Forum meeting of the municipal year.
- 5.20 These meetings shall take place in the daytime, they are not open to the press or public but relevant contacts from the private, public and not-for-profit/voluntary sector shall be invited.
- 5.21 Notes of meetings shall be reported back to Full Council for information, these do not constitute minutes.



Ordinary Council Meetings

- 6.1 In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.
- 6.2 In a year which is not an election year, the Annual Meeting of the Council shall be held on such day in May as the Council decides.
- 6.3 The Annual Meeting of the Council shall take place at 7pm.
- 6.4 In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- 6.5 The first business conducted at the Annual Meeting of the Council shall be the election of the Chair and Vice Chair of the Council. The Chair shall be known as the Mayor of Chippenham and the Vice Chair shall be known as the Deputy Mayor of Chippenham.
- 6.6 The Deputy Mayor will automatically be nominated for the position of Mayor at the Annual Council Meeting the following year. It is convention that no other nominations are received for the position of Mayor, as undertaking the role of Deputy Mayor during the preceding year enables experience of the role and attendance at engagements.
- 6.7 Other nominations for Town Mayor and Deputy Town Mayor shall be submitted in writing to the Chief Executive and Democratic Services Team. This should be at least seven full days prior to the date of the Annual Council Meeting (excluding the day of the meeting).
- 6.8 The Chair of the Council, unless they resign or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.
- 6.9 The Vice Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next Annual Meeting of the Council.
- 6.10 In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the Annual Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- 6.11** In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- 6.12** Following the election of the Chair of the Council and Vice Chair of the Council at the Annual Meeting, the business shall include:
- a.** In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date.
 - b.** Election of the Leader of Council who shall also be Chair of the Strategy & Resources Committee.
 - c.** Election of Deputy Leader of Council who shall also be Vice Chair of the Strategy & Resources Committee.
 - d.** Confirmation of the accuracy of the minutes of the last meeting of the Council.
 - e.** Receipt of the minutes of the last meeting of a Committee or other meetings.
 - f.** Consideration of the recommendations made by a Committee if required.
 - g.** Review of delegation arrangements to Committees, Sub-Committees, Council employees and other local authorities if required.
 - h.** Review of the Terms of Reference for Committees and Sub-Committees if required.
 - i.** Appointment of members to Committees, Sub-Committees, and other meetings as required.
 - j.** Review and/or adoption of Standing Orders and Financial Regulations.
 - k.** Review of representation on or work with external bodies and arrangements for reporting back.
 - l.** In an election year, to make arrangements with a view to the Council becoming eligible to exercise the General Power of Competence.
 - m.** In a non-election year to pass a resolution to confirm that the Council meets the conditions required to qualify as an eligible parish Council to exercise the General Power of Competence.

Extraordinary Meetings

- 6.13** **The Chair of the Council may convene an extraordinary meeting of the Council at any time.** The purpose of an extraordinary meeting is to discuss business that does not fit within the regular meetings calendar, cannot wait until the next ordinary meeting, and/or may not be suitable for a delegated decision.
- 6.14** Officers will bring items to the attention of the relevant Chair that they advise be suitable for discussion at an extraordinary meeting, the agenda shall be signed by the Chair.
- 6.15** **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- 6.16** The Chair of a Committee or Sub-Committee may convene an extraordinary meeting in line with the above purpose and process. If the Chair does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by four Councillors, any four Councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the four Councillors.

Minutes

- 7.1** The minutes of a meeting are not a verbatim record, they shall include an accurate record of the following:
- a. The time and place of the meeting.
 - b. The names of Councillors and Council employees who are present and the names of Councillors who are absent.
 - c. Interests that have been declared.
 - d. The grant of dispensations (if any).
 - e. Whether a Councillor left the meeting when matters that they held interests in were being considered.
 - f. If there was a public participation session.

- g. A key summary of the discussion but not a verbatim record.
 - h. The resolutions made.
- 7.2 Draft minutes shall be circulated to the Chair for any changes in relation to their accuracy prior to being published as draft minutes, the Vice Chair shall receive a copy for information.
- 7.3 If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 7.4 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with Standing Order 8.21.
- 7.5 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 7.6 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.

Rules of Debate & Amendments

- 8.1 Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- 8.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 8.3 A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- 8.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 8.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 8.6 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

- 8.7** An amendment shall not be considered unless early verbal notice of it is given at the meeting and ideally expressed in writing to the officers. The Democratic Services Team shall display the proposed amendment on screen where possible, so it is clearly presented for consideration.
- 8.8** A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 8.9** If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- 8.10** Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- 8.11** A Councillor may not move more than one amendment to an original or substantive motion.
- 8.12** The mover of an amendment has no right of reply at the end of debate on it.
- 8.13** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 8.14** Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
- a.** To speak on an amendment moved by another Councillor.
 - b.** To move or speak on another amendment if the motion has been amended since they last spoke.
 - c.** To make a point of order.
 - d.** To give a personal explanation.
 - e.** To exercise a right of reply.
- 8.15** During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the Standing Order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 8.16** A point of order shall be decided by the Chair of the meeting based on the professional advice of officers and shall be final.

- 8.17** When a motion is under debate, no other motion shall be moved except:
- a. To amend the motion.
 - b. To proceed to the next business.
 - c. To adjourn the debate.
 - d. To put the motion to a vote.
 - e. To refer a motion to a Committee, Sub-Committee or other meeting in line with their Terms of Reference for consideration.
 - f. To exclude the public and press.
 - g. To adjourn the meeting.
 - h. To suspend particular Standing Order(s) in exceptional circumstances excluding those which reflect mandatory statutory or legal requirements.
 - h. To extend the time limit of a meeting.
- 8.18** Excluding motions moved under the above Standing Order, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chair of the meeting.
- 8.19** Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 8.20** See APPENDIX C for a flowchart detailing how to raise an amendment and the subsequent process.

Motions at Meetings (Written Notice Not Required)

- 8.21** The following motions may be moved at a meeting without written notice to the Chief Executive:
- a. To correct an inaccuracy in the draft minutes of a meeting.
 - b. To move to a vote.
 - c. To defer consideration of a motion.
 - d. To refer a motion to a particular Committee or Sub-Committee or other meeting in line with their Terms of Reference.
 - e. To appoint a person to preside at a meeting.
 - f. To change the order of business on the agenda.

- g. To proceed to the next business on the agenda.
- h. To require a written report.
- i. To appoint a Committee or Sub-Committee and their members;
- j. To extend the time limits for speaking.
- k. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- l. To not hear further from a Councillor or a member of the public.
- m. To exclude a Councillor or member of the public for disorderly conduct.
- n. To temporarily suspend the meeting.
- o. To extend the time limit of a meeting.
- p. To adjourn the meeting.
- q. To close the meeting.

Raising Ideas

- 9.1 Any idea from an individual Councillor or a group of Councillors shall be raised and discussed with the relevant member of the Corporate Management Team in the first instance, including the relevant Group Leader is encouraged at this stage.
- 9.2 The Corporate Management Team shall consider the idea and provide advice and feedback to the Councillor. Ideas shall be raised at the Leaders meetings, which all Group Leaders are invited to attend, to allow informal discussion on practicalities with representation from all Groups.
- 9.3 No decisions about the idea shall be made by Group Leaders, the discussion shall provide a balanced forum to inform the Corporate Management Team who are responsible for determining how the idea be progressed. This could be through daily operations, an officer report, or a Councillor Motion.
- 9.4 If this results in a Councillor Motion, or for any proposed Councillor Motion, written notice must be given to the Chief Executive as outlined in the section below.

Councillor Motions (Written Notice Required)

- 10.1 Councillors shall discuss the proposed Councillor Motion with the Chief Executive in advance of submission. This shall enable advice to be given

- ahead of consideration at a meeting, for example in relation to staffing, legal, or climate and ecological implications.
- 10.2** A Councillor Motion shall to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 10.3** No Councillor Motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Chief Executive at least seven clear days before the meeting.
- 10.4** The Chief Executive may, before including a Councillor Motion on the agenda received in accordance with the above Standing Order, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.5** If the Chief Executive considers the wording of a Councillor Motion is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Chief Executive at least seven clear days before the meeting.
- 10.6** Councillors are requested to submit the Councillor Motion ahead of the final deadline to allow time for review and discussion between the Chief Executive and the Councillor ahead of agenda distribution which is usually a day after the deadline.
- 10.7** Councillor Motions shall clearly state the proposed recommendation to be considered by Full Council first followed by any supporting evidence or background information as appendices if required.
- 10.8** Councillor Motions may be withdrawn in writing to the Chief Executive prior to agenda circulation or, if the agenda has been circulated, with the consent of the proposer and seconder at the meeting.
- 10.9** The decision of the Chief Executive as to whether or not to include the Councillor Motion on the agenda shall be final. The reason for this will be communicated to the Councillor such as legal constraints or professional advice, for example, if it would bring the Council into disrepute.

Delegated Decisions

- 11.1** There shall be delegated authority to the Chief Executive to act in respect of any function of the Council on a matter, which does not warrant delay. The Chief Executive shall inform the Leader or Deputy Leader, and the relevant

Chair of any delegated decisions made and where possible, this will be done prior to finalising the decision. Any delegated decision made by the Chief Executive shall consider implications including financial, staffing, climate and ecological and shall be made in the best interests of the Council. All delegated decisions shall be reported back to the relevant meeting for information.

Public Participation & Press at Meetings

- 12.1** A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- 12.2** Subject to the above Standing Order, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- 12.3** The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 12.4** There shall be a period of 30 minutes before all public meetings in which members of the public may address the meeting to ask questions or make representations. These shall relate to business on the agenda specifically or to the remit of Full Council, a Committee or Sub-Committee.
- 12.5** A member of the public shall not speak for more than three minutes, the period of time designated for public participation shall not exceed 30 minutes and the Chair, supported by officers, shall manage this.
- 12.6** Public questions or representations shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- 12.7** Members of the public are requested to send their public question or representation to enquiries@chippenham.gov.uk by midday on the day of the meeting and confirm whether they will be in physical attendance or require an officer to read out the question on their behalf. Priority of physical attendance will be given to those that have sent their public question or representation in advance and will read it out and the press, remaining seats will be allocated on a first come first served basis.

- 12.8** Only one person is permitted to speak at a time. The order of participation shall begin with those who submitted their written question or representation in advance of the meeting, whether they are in physical attendance or not. This will be followed by those in physical attendance in the order that they registered to speak at the meeting.
- 12.9** There shall be no other way to reserve a place at public participation than to submit a written question or representation in advance.
- 12.10** Where there are large numbers of public in attendance who wish to speak on the same issue, the Chair may direct that a single representative be appointed to speak on the topic.
- 12.11** Councillors may speak during the public participation session.

Disorderly Conduct at Meetings

- 13.1** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this Standing Order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- 13.2** If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 13.3** If a resolution made under the Standing Order above is ignored, the Chair of the meeting and Council employees may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

Confidential Information

- 14.1** Meetings of Full Council, Committees and Sub-Committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.

- 14.2** Councillors and officers shall not disclose confidential or sensitive information which for special reasons would not be in the public interest. Confidential reports shall only be circulated to the members of a meeting and shall not be shared with Councillors who are not members of that meeting.
- 14.3** Most reports will be publicly available, however, officers will review information contained in reports to determine whether it is confidential. Information will be classed as confidential if it falls within one or more of the following categories:
- a. Engagement, terms of service, conduct and dismissal of employees.
 - b. Commercially sensitive information such as terms of tenders, and proposals and counter-proposals in negotiations for contracts.
 - c. Preparation of cases in legal proceedings.
 - d. The early stages of any dispute.
- 14.4** Councillors shall vote on whether to pass the resolution to exclude the public and press for these reasons and enter closed session to discuss the business. If passed, all attendees who are not members of the meeting or officers supporting the meeting shall leave the meeting before business is discussed.

Apologies

- 15.1** If a Councillor cannot attend any meeting, apologies and the reasons for absence shall be sent to the Chief Executive and Democratic Services Team with as much notice as possible, this can be via email or telephone.
- 15.2** Apologies must be received by the time the meeting starts.
- 15.3** Apologies made via a third person at the meeting will not be accepted.
- 15.4** In exceptional circumstances, if apologies are not read out at the meeting, but were received by the start time of the meeting, they can be included in the minutes if they were received in accordance with the Standing Orders above.

Substitutes

- 15.5** Councillors that send apologies are encouraged to find a Councillor who can substitute for them.
- 15.6** Substitutions shall be made by the Councillor who cannot attend or by their Group Leader and shall be sent to the Chief Executive and Democratic Services Team in advance of the meeting.

- 15.7** Substitutes for Committees and Sub-Committees shall be from the same political group to maintain political proportionality of decision making, unless the group accepts their place be given to another political group for example, if a group has one member but wishes to send a substitute.
- 15.8** A Councillor who has been replaced at a meeting by a substitute Councillor shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session; the substitute Councillor takes over full debating and voting rights at that meeting.

Political Balance

- 16.1** Chippenham Town Council is composed of Councillors who have declared their alliance with a political party, or a minor party as defined by the Electoral Commission, or who have stated that they are independent of a political party. A group must be politically affiliated or officially registered as a minor party and have at least one member on the Council. Independent Councillors shall be classed as a group for the purposes of political proportionality and Group Leaders.
- 16.2** The political composition of Committees and Sub-Committees shall as fairly and accurately as possible reflect the political composition of Full Council.
- 16.3** Each Councillor shall be appointed to at least one Committee.
- 16.4** The political proportionality of Full Council will be used to calculate the political allocations for Committees and Sub-Committees. After elections and at the start of each municipal year, officers will support all Group Leaders and provide political calculations for each Committee and Sub-Committee to achieve political balance.
- 16.5** Arrangements can be made between political groups, for example where there are half places, however any changes made shall not alter the overall political balance.
- 16.6** To help with administrative processes, Group Leaders shall work together to provide nominations of members for each meeting in advance of the Annual Council Meeting.
- 16.7** If Group Leaders are unable to reach agreeable and politically balanced appointments at least five full days before the Annual Council Meeting, the Chief Executive shall determine which political group shall have any place in question in line with the political calculations, this may revoke any existing arrangements.

Governance

Code of Conduct & Dispensations

- 17.1** The Council's Code of Conduct outlines behaviour standards for Town Councillors, in line with the seven principles of public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- 17.2** **A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's Code of Conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- 17.3** **Dispensation requests shall be in writing and submitted to the Chief Executive** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 17.4** Dispensation requests shall confirm:
- a. The description and the nature of the disclosable pecuniary interest or non-pecuniary interest to which the request for the dispensation relates.
 - b. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - c. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought.
 - d. An explanation as to why the dispensation is sought.
- 17.5** **A dispensation may be granted in accordance with Standing Order 17.6 below if having regard to all relevant circumstances any of the following apply:**
- a. **Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
 - b. **Granting the dispensation is in the interests of persons living in the Council's area.**
 - c. **It is otherwise appropriate to grant a dispensation.**
- 17.6** A decision as to whether to grant a dispensation shall be made by the Chief Executive and that decision is final.

- 17.7** Unless granted a dispensation and in line with the Code of Conduct, a Councillor shall withdraw from a meeting when it is considering a matter in which they have another interest if so required. They may return to the meeting after it has considered the matter in which they had the interest.
- 17.8** Any complaints relating to Councillor conduct shall be reported to Wiltshire Council, as the statutory body for investigation of the matter. The Town Council may provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.
- 17.9** **Upon notification by Wiltshire Council that a Councillor has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.** This matter shall be considered by Full Council and would not ordinarily be considered during the public part of the meeting.

Financial Controls, Procurement & Governance

- 18.1** The Town Council has separate policies or documents adopted which meet statutory responsibilities for Financial Regulations, Procurement, Data Retention, Data Protection, Personal Data, Freedom of Information, Publication Scheme, Transparency and Privacy Notices.

APPENDIX A – Terms of Reference

Membership & Quorum for all Meetings

Meeting	Number of Councillors or Members appointed	Quorum (minimum number of Councillors or Members required for the meeting to go ahead)
Full Council	24	8
Committees	12	4
Finance Sub-Committee & Grants Sub-Committee	9	3
Neighbourhood Plan Monitoring Sub-Committee & Civic Sub-Committee	5	3
Working Parties	9	3
Panels	3	3 (2 in exceptional circumstances)
Steering Groups or Advisory Groups	3 Councillors 3 Members of the Public	3 (including at least 1 Councillor and 1 Member of the Public)
Forums	3	N/A

1

Full Council

Matters to be resolved only by Full Council:

- a. Agreeing a budget.
- b. Setting the precept.
- c. Borrowing money.
- d. Approving the end of year accounts and annual return.
- e. Incurring capital or revenue expenditure which is over and above the Council's approved budget. All unbudgeted expenditure must have prior approval from the RFO.
- f. Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers.
- g. Determining the numbers of any or all Committees without the need to amend Standing Orders, dissolving Committees or other meetings as required.
- h. Determining the functions and constitution of Committees and Sub-Committees.
- i. Appointing or nominating Councillors to fill places on Committees, Sub-Committees, Working Parties, Steering or Advisory Groups, Forums or other meetings as required.
- j. Filling and/or noting the filling of Councillor vacancies occurring on any Committee, Sub-Committee or other meeting. If a vacancy on a Committee or Sub-Committee occurs during the year due to a Councillor's resignation (either as a Councillor or as a member of that meeting), the relevant Group Leader can appoint a Councillor to take over that position, ensuring political balance, without the need to refer the matter back to Full Council. Full Council shall be informed of any changes to membership.
- k. Appointing or nominating persons to fill vacancies on external bodies.
- l. Making, amending or revoking byelaws.
- m. Making of Orders under any statutory powers.
- n. Important matters of principle or policy which have been referred directly by Committees or officers.
- o. Providing direction to officers upon relevant significant legal matters.
- p. Adopting the Annual Report.

- q. Noting the calendar of meetings and Civic Events for the following municipal year.
- r. Responding to relevant consultations which may have a significant impact on the town and do not fall within the remit of Committees or Sub-Committees.
- s. Ratification of the appointment of the post of Chief Executive.

2

Committees

2.1

Amenities, Culture and Leisure Committee (ACL)

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- a. Management, control and development of all playing fields, sports grounds, open spaces, play areas, and other leisure and recreational facilities in the control or ownership of the Town Council.
- b. Oversee functions and strategic direction of the following services: Environmental Services, Communications and Customer Services, Community Engagement, CCTV, Chippenham Museum, Yelde Hall, Charter Market, Town Hall, Neeld Community & Arts Centre, Stanley Park Sports Ground and London Road Cemetery.
- c. Approve strategies and policies related to the venues and services as outlined above.
- d. Oversee large Town Council events.
- e. Recommend fees and charges and other related activities to the Strategy & Resources Committee.
- f. Review and promote community engagement and development encouraging the participation of and work in partnership with other organisations and individuals.
- g. Make recommendations to Council in relation to s.17 Crime & Disorder Act 1998 including emergency services, civil emergency planning, community safety, CCTV and anti-social behaviour issues.
- h. Prepare budget proposals for revenue and capital expenditure for the following financial year and submit to the Strategy & Resources Committee.

The Amenities, Culture & Leisure Committee may establish a Working Party as required.

2.2 Strategy and Resources Committee (S&R)

The Committee membership shall include, the Leader (who will be Chair), Deputy Leader (who will be Vice Chair) and the Mayor.

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

Be responsible for all aspects of Corporate Governance – the system by which the Council direct, monitor and control its functions and relates to the community according to the four fundamental principles of corporate governance, openness, inclusivity, integrity and accountability.

Be responsible for the following areas of service delivery:

- a. Develop the Council's Corporate Strategic Plan and related strategies to be presented and adopted by Council and monitor the Plan and the Council's performance against these.
- b. Performance management / measurement.
- c. Office services including telecommunications, IT and staff security.
- d. Payments, for the transfer of open space land or properties to the Council.
- e. Make recommendations to Full Council on the budget proposals of all Committees and the level of the precept to be levied each year.
- f. Oversee Civic & Ceremonial matters.
- g. Oversee the Council's response and actions to the climate and ecological emergencies.
- h. Sponsorship.

Be responsible for the following areas of risk management and internal control:

- aa. All aspects of the financial administration of the Council to comply with current statutory requirements.
- ab. Arrangements for preparation of the accounts.

- ac. Appointment of an independent Internal Auditor.
 - ad. Preparation of, and compliance with, the Council's Financial Regulations.
 - ae. Maintenance of adequate systems of internal control and internal audit throughout the year.
 - af. Control and monitoring of the Council's approved budget throughout the year.
 - ag. Considering and recommending to Council approval of annual financial reports, together with evidence of adequate systems of internal control and internal audit throughout the year, for presentation for external audit.
 - ah. Develop and keep under review the Council's Medium Term Financial Plan and Investment Strategy.
 - ai. Ratification of fees and charges that fall under the remit of the Amenities, Culture & Leisure Committee.
 - aj. Determine the need for and if necessary, recommend to Council the taking out of loans.
 - ak. Be responsible for all aspects of the contractual arrangements (as required).
 - al. Service Level Agreements (as appropriate).
 - am. Corporate property acquisition, maintenance, management and disposal
 - an. Licences relating to the assets of the Council.
 - ao. Ensure adequate insurance of all the Council's property and liabilities.
 - ap. Corporate Risk Strategy, Risk Register, and Business Continuity Plan.
- Be responsible for the following structures and processes:
- ba. Corporate policies and strategies in relation to the remit of the Committee.
 - bb. Be responsible for making recommendations to the Council on Standing Orders.
 - bc. Make recommendations to Council in relation to the democratic process including elections and any legislation.
 - bd. Appointment of panels such as the Complaints Panel in accordance with Council policy.

2.3 Human Resources Committee (HR)

Delegated Areas of Responsibility:

The Human Resources Committee may exercise the powers of the Council in regard to:

- a. Consideration of proposals to increase the agreed salary budget.
- b. Compliance with statutory requirements relating to employment and health and safety of staff.
- c. Development and maintenance of all Human Resources related policies in line with legislation and/or best practice.
- d. Monitor training and development of staff and Councillors.
- e. Monitor staff sickness and wellbeing and starters and leavers.
- f. All matters affecting the appointment, probation, promotion, discipline, salary and conditions of service of the Chief Executive.
- g. Appointment of panels such as the Appointments, Chief Executive's Appraisal, Grievance and Disciplinary Panels in accordance with Council policy.

The Chief Executive, as the Head of Paid Service, shall have responsibility for all matters relating to the management of the Council's staff.

2.4 Planning, Environment & Transport Committee (PET)

The Committee membership shall include, at least one Councillor to represent each Town Council Ward area.

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- a. To make representations to the Local Planning Authority (Wiltshire Council) on planning applications which includes, but is not limited to, listed building applications, advertisement applications, outline applications, reserved matters applications, prior approval applications and lawful development certificate applications.
- b. To make representations on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and Tree Preservation Orders.

- c. To note and/or make representations on items such as Highways Improvement Requests (HIR) as part of Wiltshire Council's Local Highway and Footway Improvement Groups (LHFIG) process, licencing, street trading, street naming, stopping-up of highway orders, modifications to Public Rights of Way, temporary street closures/traffic management and Public Spaces Protection Orders (PSPOs).
- d. Respond to relevant consultations which may have a significant impact on the town and do not fall within the remit of other Committees or Sub-Committees.
- e. To monitor review and where necessary make recommendations to the Local Planning Authority for amendments to the planning consultation procedure.
- f. To prepare budget proposals for the following financial year and submit to the Strategy & Resources Committee.

The Town Council has a separate Procedural Guidance for the PET Committee which details the delegations to and remit of the Committee.

3 Sub-Committees

Under the remit of the Planning, Environment & Transport Committee (PET):

3.1 Neighbourhood Plan Monitoring Sub-Committee (NPMSC)

The NPMSC will be responsible for evaluating and reporting on the effectiveness of the Chippenham Neighbourhood Plan. It will be responsible for carrying out/producing the following:

- a. A Monitoring Plan – This will be agreed at the first meeting of the NPMSC. It will set out how, when and what data the NPMSC will collect to effectively monitor the Neighbourhood Plan's objectives and planning policies. It may include establishing performance indicators. It will likely include monitoring of the application of Neighbourhood Plan policies by the LPA in relation to planning applications/appeals. The Monitoring Plan should be revised and updated by the NPMSC periodically.
- b. A monitoring report on the performance of the Neighbourhood Plan for the previous three–four month period. To be agreed at each NPMSC meeting and to be reported back to the next PET Committee.
- c. An annual monitoring report to Full Council which would evaluate

the overall effectiveness of the Neighbourhood Plan in the previous 12 months. This may also include recommendations on any additions, amendments or updates to planning policies for consideration in any future review of the Neighbourhood Plan.

- d. Actively promoting the Neighbourhood Plan and its policies to residents, local businesses, Residents Associations, interested parties etc.
- e. Providing recommendations to PET Committee on the actioning of any studies or projects as identified in the Neighbourhood Plan.
- f. Assessing new and existing evidence bases which will impact development in Chippenham.
- g. If applicable, produce evidence to Full Council that a review of the Neighbourhood Plan is necessary. This may be required to ensure that the Plan remains in conformity with the Wiltshire Local Plan Review or changes to national planning policy.
- h. To make recommendations to PET Committee for expenditure on any studies or projects as identified in the Neighbourhood Plan for the following financial year.

An officer from the Local Planning Authority would also be invited to attend each meeting.

Under the remit of the Strategy & Resources Committee (S&R):

3.2

Civic Sub-Committee

The Sub-Committee membership shall include: the Mayor (who will be Chair) and the Deputy Mayor (who will be Vice Chair). Remaining membership should acknowledge the experience of Councillors as former Mayors, length of Council service or other relevant knowledge/experience.

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- a. To maintain and monitor civic traditions of the town.
- b. To consider any changes to the Mayoral Protocol.
- c. To maintain the Mayoral regalia and determine the acceptance of items into the town's regalia.

- d. To recommend to Strategy & Resources Committee any changes to the Mayor's Allowances.
- e. To monitor and provide feedback on arrangements for any Civic or Ceremonial Events.
- f. To be notified of the appointment of and consider any contractual and operational matters relating to the honorary posts such as Macebearer and Deputy Macebearer.
- g. To be notified of the arrangements for the official Mayor's Christmas card.
- h. To receive and consider nominations for the Civic Awards scheme and to review this scheme annually.
- i. To consider and propose to Strategy & Resources Committee recipients of the annual Civic Awards Scheme.
- j. To recommend to Full Council the awarding of Honorary Freedom of the Town status to any resident who has undertaken extraordinary service to the town.
- k. Prepare budget proposals for revenue and capital expenditure for the following financial year and submit to the Strategy & Resources Committee.

3.3 Finance Sub-Committee

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- a. To develop a draft Income & Expenditure Budget and precept, and a draft Capital Expenditure Budget for the following year to go forward to the Strategy & Resources Committee at the December meeting and then on to Full Council in following January.
- b. To make recommendations to the Strategy & Resources Committee on the Council's Five-Year Medium Term Financial Plan for Income & Expenditure and Capital/Ear Marked Fund Reserves (the Capital Expenditure Programme) for approval by Full Council.
- c. To consider any other financial issues that the Strategy & Resources Committee wishes it to consider.

3.4 Grants Sub-Committee

Delegated Areas of Responsibility:

To undertake, under delegated authority within the overall policies and approved budgets of the Council, the following powers, duties and functions:

- a. To award grants in line with the Council's approved policy and within the agreed budget for the financial year. This includes a Grants Working Party which will agree a set of questions to be issued to applicants ahead of the Sub-Committee meeting to support focussed discussion and to enable applicants to research responses to questions ahead of the meeting.
- b. To receive feedback from former recipients and monitor use of the grants awarded.
- c. To review the policy and criteria for the Council's Grants Scheme and recommend any changes to the Strategy & Resources Committee, that are in keeping with the aims and objectives of the Town Council and adhere to legislative changes.
- d. To prepare budget proposals for the following financial year and submit to the Strategy & Resources Committee.

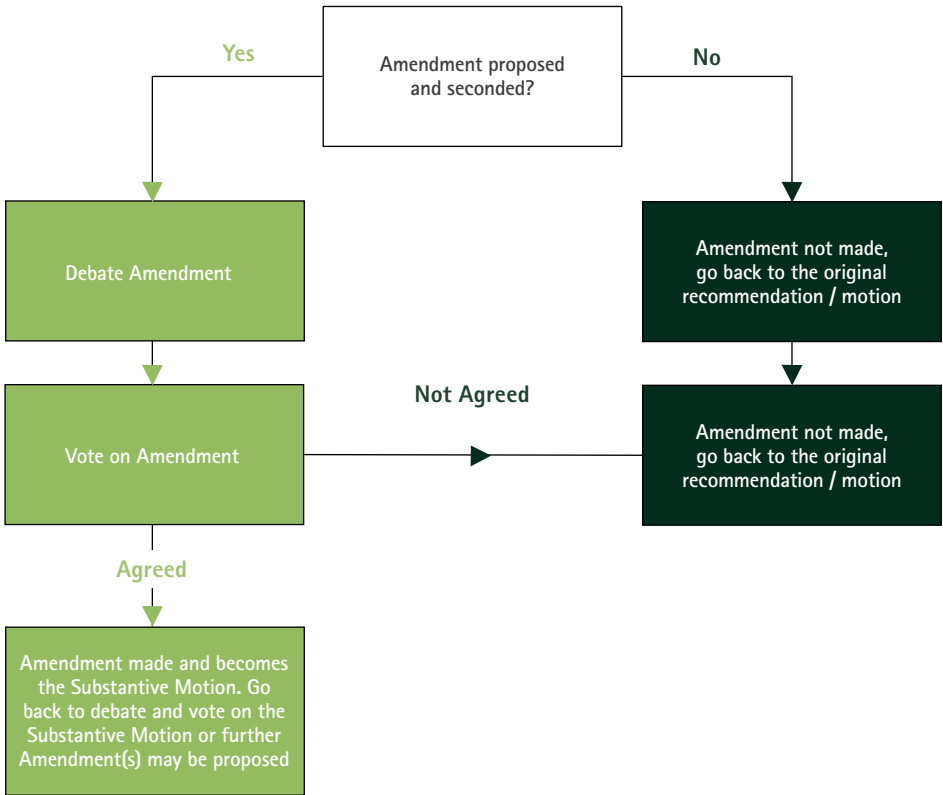
Appendix B – Glossary of Terms

Term	Definition
Amendment	A minor change to remove or add words to a motion designed to improve the motion that is being discussed. Amendments should not create additional costs and must not go against the original motion.
Annual Meeting of the Council / Annual Council Meeting	A meeting of Full Council that takes place once a year in order to elect to positions such as the Mayor or Leader and to confirm Committee members for the year ahead.
Annual Town Meeting	A meeting called for all electors in the town, this is chaired by the Mayor but is not a meeting of the Town Council.
Chair	Refers to the traditional role of 'Chairman', the Town Council has resolved to use the term 'Chair'.
Clear Days	Clear days are often used to mark deadlines or notices. They do not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
Committee, Sub-Committee, Standing Committee	A group of Councillors appointed for a specific function by the Council, which hold certain delegated powers to make their own decisions.
Councillor Motion	A mechanism for a proposed recommendation to be put to Full Council, at the Chief Executive's discretion.
Dispensations	Special permissions to be present at and/or vote on an item which Councillors have an interest in.
Extraordinary Meeting	This is a special meeting called by the relevant Chair to discuss urgent business. It can also be called by Councillors who do not chair a Committee.
Financial Year	This runs from 1 April to 31 March the following year.
Full Days	Full days refer to an entire day which can be any day of the week unless otherwise stated, the rules of Clear Days do not apply.
Interests	Councillors must declare any interests they may have that could bias or influence their decision making, they shall be disclosed publicly on a register of interests. There are two types of interests; Pecuniary (business or financial) and Non-Pecuniary (other interests such as relationships).
Motion See also Councillor Motion	A motion is a formal proposal of words to be voted on. In relation to the section Rules of Debate at Meetings, this refers to agenda items, recommendations of reports and to amendments.
Moved/Proposed and Seconded	Moved is when a motion is put to the vote. A motion needs someone to propose it, and someone else to support that proposal (seconded).

Municipal Year	This runs from the Annual Council Meeting to the following year's Annual Council Meeting; this is usually mid-May to mid-May.
Negate	To cancel out or reverse the motion or amendment, transgressing from the original recommendation.
Ordinary Meeting	The pre-arranged regular meetings of Full Council, or its Committees and Sub-Committees.
Original Motion	The first version of a motion.
Point of Order	A query in a formal debate or meeting as to whether correct procedure in Standing Orders is being followed. This can be raised by a Councillor at any point during the discussion and must reference the Standing Order they consider to have been breached or irregularity in the proceedings.
Precept	The sum of money the Town Council requests from Wiltshire Council as their share of the Council Tax collected.
Proper Officer/ Chief Executive	The staff member nominated by the Council to act on the Council's behalf, this is the Chief Executive.
Quorum	The minimum number of Councillors or members that must be present to make the proceedings of that meeting valid. If there are enough attendees present the meeting is called quorate, if it is not the meeting is called inquorate.
Representations	When a person provides a statement at a meeting, such as to support the recommendation of that item, then they are making a representation.
Resolution	A resolution is a motion that has been carried by majority vote; a legally made decision.
Responsible Financial Officer (RFO)	This is the Council employee who is responsible and accountable for all the financial records of the Council and the administration of its finances.
Special Motion	This is a motion written in advance of the meeting and submitted to the Chief Executive. Special Motions are required for items such as to reverse a resolution earlier than six months.
Substantive Motion	When a motion has been amended that amended version becomes the substantive, or the "new" amended motion to be further discussed and voted upon by Councillors.
Substitute	A Councillor nominated to take the place of another Councillor, and vote on their behalf if they are unable to attend the meeting.
Terms of Reference (TORs)	The purpose, structure and responsibilities including and delegated decision making of meetings such as Full Council, Committees, and Sub-Committees.
Ward Areas	Areas within the Chippenham Parish that are represented by Chippenham Town Councillors. There are eight Wards in Chippenham.

Amendments to Recommendations / Motions at Meetings

An amendment shall not be considered unless early verbal notice of it is given at the meetings and, ideally, expressed in writing to the officers.





01249 446699

enquiries@chippenham.gov.uk

chippenham.gov.uk