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PART 1

RULES RELATING TO MEETINGS OF THE COUNCIL

1. **The Statutory Annual Meeting** of the Council shall be held:
 - (a) *In a year that is an election year, the Statutory Annual meeting shall be held on or within fourteen days following Election Day*
 - (b) *In any other year the Statutory Annual Meeting shall be held on such day in May as the Council may determine.*
2. All other meetings of the Council shall be held on such dates as may be fixed by the Council
3. Extraordinary meetings of the Council may be called:
 - (a) by the Town Mayor at any time, or if absent Deputy Town Mayor
 - (b) upon signed requisition by five members, to the Town Mayor and stating the business to be transacted.
4. Meetings of the Council shall normally be held on a Tuesday commencing at 7pm in the Council Chamber, Town Hall, Malmesbury, but may be rearranged by prior notice of the Town Clerk having first consulted with the Town Mayor. Meetings shall normally take place in May, July, September, November, January, and March. These meetings will be in addition to the Annual meeting and Mayor making.
5. Members shall stand when speaking unless permitted by the Town Mayor, Deputy Town Mayor, or Presiding Chairman to sit on account of infirmity.

Chairman

- 6 The Town Mayor shall preside at the meeting of the Council
7. In the absence of the Town Mayor or the Deputy Town Mayor, the person elected to preside at the meeting in their absence shall exercise all the powers and duties of the Town Mayor in relation to the conduct of the meeting.

Quorum

8. *The Quorum for meetings of the Council shall be six members of the Council.*
9. If, during any meeting of the Council, the Chairman, after counting the number of members present and establishing that there is not a quorum shall immediately declare that there is not a quorum. The meeting shall then stand adjourned and any business not transacted at the meeting shall be transacted at the next meeting or on such day as the Chairman may fix.

Order of Business

10. At each Annual Meeting the first business shall be:
 - (a) *to elect a Town Mayor;*
 - (b) *to receive the Town Mayor's declaration of acceptance of office or, if not then received, to decide when it shall be received.*
 - (c) *In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations*
 - (d) *to decide when any declarations of acceptance of office which have not been received as provided by law shall be received*
 - (e) *to elect a Deputy Town Mayor*

11. *At every meeting of the Council other than the Annual Meeting, the first business shall be to appoint a Chairman if the Town Mayor and Deputy Town Mayor be absent and to receive such declarations of acceptance of office (if any) as are required by law to be made, or if not then reviewed to decide when they shall be received.*

12. After the first business has been completed, the order of business shall be as follows:
 - (a) *After consideration, to approve the signature of the Minutes, by the presiding Chairman, as a correct record.*
 - (b) *to deal with business expressly required by statute to be done*
 - (c) *to receive the Mayor's announcements*
 - (d) *to answer any questions which have been submitted by Members or members of the public in writing having given four days notice.*
 - (e) *to dispose of any business remaining from the last meeting*
 - (f) *to receive minutes of Committees for information and ratification when not within delegated powers*
 - (g) *to consider matters referred by Committees*
 - (h) *to consider motions in the order in which they have been notified*
 - (i) *to consider other matters specified in the summons (including reports and recommendations from Officers of the Council)*
 - (k) *to authorise the sealing of documents*
 - (l) *to invite questions from Members or members of the public which may either be answered at the Meeting or referred to a Committee, but are not the subject of further debate Every question shall be relevant to some matter in relation to which the Council has powers or duties or which affects the Town.*

Questions

- 13 A member of the Council may ask the Chairman of committee or the Town Clerk any question on any Minute of a Committee submitted to the Council for information.

- 14 Subject to points (a) and (b) of Standing Order 12 not being displaced, the order of business at a meeting may, with the permission of the Town Mayor be varied on the grounds of urgency or convenience.

Motions Moved With Notice

- 15
- (a) Notice of every motion (other than a motion moved without notice under Standing Order 61) shall be given in writing, signed by the member or members of the Council giving the notice, and delivered to the Town Clerk at least seven clear days before the next Council meeting.
 - (b) The Town Clerk shall date and number each motion in the order in which it was received and enter it in a book, which shall be open to inspection for every member of the Council.
 - (c) The Town Clerk shall set out in the summons for every meeting of the Council all motions of which notice has been duly given in the order in which they have been received, unless the member giving such a notice intimated in writing when giving it that s/he proposed to move it at some later meeting, or has since withdrawn it in writing.
 - (d) Any motion thus set out in the summons which is not moved either by a member who gave notice thereof or by some other member on his/her behalf shall, unless postponed by consent of the Council be treated as withdrawn and shall not be moved without fresh notice.
 - (e) If the subject matter of any motion to Council of which notice has been duly given comes within the province of any Committee or Committees, it shall, upon being moved and seconded stand referred without discussion to such Committee as the Council may determine, for decision. In the event of urgency the Town Mayor may allow the motion to be dealt with at the meeting at which it was moved
 - (f) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the Town.

PART 2

RULES RELATING TO COMMITTEES

Constitution of Standing Committees

- 16 The Council shall (at the Annual Meeting) appoint the following Committees consisting of the number of members as indicated:-

<u>Standing Committee</u>	<u>Number of Ordinary Members</u>
Policy and Resources	8*
Planning & Environmental Issues	8
Leisure & Youth	8
Town Promotion & Tourism	8

*including the Chairman of other Standing Committees.

Other Committees

Joint Burial	6
Mayor's Social Selection	(to be determined by the incoming Town Mayor) 6

- 17 The Council shall not appoint any member of a committee so as to hold office later than the next Annual Meeting of the Council.
- 18 The Council may, at any time, dissolve a committee or alter its membership.

Appointment to Committees

- 19 The selection of Members to Committees and appointment of Members to Outside Bodies will be made by the Selection Committee and recommended to Council, except in an election year when the appointments will be made by a meeting of the Council. The membership of the Selection Committee shall be comprised of the Town Mayor, Deputy Town Mayor, Chairs of the four standing committees, Chair or Vice Chair of Joint Burial Committee.
- 20 The Town Mayor and the Deputy Town Mayor shall be ex-officio members of every Committee with the exception of the Joint Burial Committee (this does not preclude them from membership of any committee in the capacity as ordinary member).
- 21 The membership of the Policy & Resources Committee shall be comprised of the Chairs of the three other standing committees, Chair or Vice Chair of Joint Burial Committee and four other members not including ex-officios.
- 22 As far as is practicable, appointments to Committees will be made proportionate to the political make-up of the Council.

Quorum

- 23 The quorum for meetings of Committees shall be four members of the Committee.

Decision Making Powers of Committees

- 24 Committees are empowered to make decisions in accordance with the 'Duties and Powers of Council, Committees and Sub-Committees contained at Part 4
- 25 Matters may be referred to full Council for decision by a majority vote of Committee Members present.

Order of Business

- 26 The first meeting of every Committee and Sub-committee shall be held within seven days following Mayor Making. At the first meeting, the first item of business of every Committee and Sub-committee shall be to elect a Chairman and a Vice-Chairman who shall hold office until the next Annual Meeting of the Council.
- 27 At every meeting other than the first meeting, the first item of business shall be to elect a Chairman for the meeting if the Chairman and Vice Chairman are absent
- 28 After the first business has been completed, the order of business shall be as set out in the agenda. No item of business shall be considered unless it is included in the agenda or by reason of special circumstance. It shall be specified in the minutes that the Chairman is of the opinion that the item should be considered at the meeting as a matter of urgency.

Meetings

- 29 Meetings of the Committees of the Council shall be held in accordance with the calendar of meetings approved by the Council from time to time
- 30 Extraordinary meetings of a Committee may be called by the Chairman of that Committee at any time. The summons to an Extraordinary meeting shall set out the business to be considered and no other items of business shall be transacted at that meeting
- 31 Agendas for all meetings of Committees will be sent to all Members of the Council.

Appointment of Sub-committees

32. Every Committee may appoint Sub-committees for the purposes to be specified by the Committee
33. The Committee will make the appointment of Members to Sub-committees. Membership of any sub-committee must include Chairman and/or Vice-Chairman.
34. Sub-committees will operate in accordance with the Standing Orders that apply to the Committee.

Presence of Non Members of Committees at Committee Meetings

35. Any Member of the Council shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any Committee or Sub-committee of which s/he is not a member and may, if the Chairman so permits, speak but not vote on a specific matter or matters under consideration.

PART 3

RULES APPLYING TO BOTH COUNCIL AND COMMITTEES

Voting

- 36 Voting shall be by show of hands.
- 37 (a) *If a member so requires the Town Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it or abstained. Any such request must be made prior to the vote being taken.*
- (b) *Following a vote, a member may request that his/her individual vote or abstention be recorded*
38. (a) *Subject to (b) and (c) below, the Chairman may give an original vote on any matter put to the vote and in the case of an equality of votes may give a casting vote even if s/he gave no original vote;*
- (b) If the person presiding at the Annual Meeting would have ceased to be a Member of the council but for the statutory provisions which preserve membership of the Mayor and Deputy Mayor until the end of their term of Office they may not give an original vote in an election for Mayor;
- (c) The person presiding must give a casting vote whenever there is an equality of votes in an election of Mayor

Voting on Appointments

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

Rules of Debate

- 40 These rules of debate are applicable to meetings of the Council, Committees and Sub-committees.
- 41 No discussion shall take place upon the Minutes except upon their accuracy. Correction, if any to the Minutes shall be made by resolution and must be initialled by the Chairman
- 42 A motion or amendment shall not be discussed unless it has been proposed and seconded and it shall, if required by the Chairman, be put into writing

- and handed to the Chairman before it is further discussed or put to the meeting.
- 43 The mover of a motion shall have a right to reply immediately before the motion is put to the vote. If an amendment is proposed, the mover of the amendment shall be similarly entitled to reply. A member exercising a right to reply shall not introduce a new matter.
- 44 After the right of reply has been exercised or waived, a vote shall be taken without further discussion.
- 45 A member may, with the consent of the seconder, move amendments to their own motion.
- 46 A member when seconding a motion or amendment may, if he/she then declares his/her intention to do so, reserve his/her speech until a later period of the debate.
- 47 A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order which must be specified at the commencement of the speech.
- 48 The speech of a member moving a motion shall not exceed three minutes in total and all other speeches shall not exceed three minutes, except by consent of the Council.
- 49 An amendment shall be one of the following:
- (a) to leave out words
 - (b) to leave out words and insert or add others
 - (c) to insert or add words
- 50 An amendment shall not have the effect of negating the motion before the Council.
- 51 If an amendment is carried, the resolution, as amended shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
- 52 A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- 53 The mover of a resolution of an amendment shall have a right of reply not exceeding three minutes
- 54 A member, other than the mover of a resolution, shall not, without leave of the Council speak more than once on any resolution (except to move an amendment or further amendment, or on a point of order or in personal explanation or to move the closure).
- 55 A member may make a point of order or personal explanation. A personal explanation shall be confined to some material part of a former speech they have made that may have been misunderstood. A point of order must be specified at the time of raising the query.

- 56 A motion or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion and no member may speak upon it after permission has been asked for its withdrawal, unless such permission has been refused.
- 57 When the motion is under debate, no other motion shall be moved except the following:
- (a) to amend the motion
 - (b) to proceed to the next business
 - (c) to adjourn the debate
 - (d) that the question be now put
 - (e) that a member (named) be not further heard
 - (f) that a member (named) do leave the meeting
 - (g) that the motion be referred to a Committee or to Council (as appropriate)
 - (h) to exclude the public and press
 - (i) to adjourn the meeting

Closure

- 58 At the end of any speech a member may, without comment, move “that the question be now put”, “that the debate be now adjourned” or “that the Council does now adjourn”. If such a motion is seconded and if the Mayor is of the opinion that the question before the Council has been debated sufficiently they shall forthwith put the motion.
- 59 If the motion “that the question be now put” is carried, he/she shall call upon the mover to exercise or waive their right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover’s right of reply at the resumption.

Disorderly Conduct

- 60 (a) No member shall at a meeting persistently disregard the ruling of the Presiding Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into disrepute.
- (b) If, in the opinion of the Presiding Chairman, a member has broken the provision of paragraph (a) of this Order, the Presiding Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- (c) If either of the motions mentioned in paragraph (b) is disobeyed, the Presiding Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

Motion Moved Without Notice

- 61 Motions dealing with the following matters may be moved without notice:
- (a) To appoint a Chairman of the meeting
 - (b) To correct or approve the minutes
 - (c) To alter the order of business
 - (d) The referral of a matter to Council or to Committee
 - (e) Appointment to a Committee
 - (f) To proceed to the next business
 - (g) To close or adjourn the debate
 - (h) Not to adjourn
 - (i) That the question now be put
 - (j) To adopt a report
 - (k) To amend a resolution
 - (l) To authorise the sealing of documents
 - (m) To give leave to withdraw a resolution or an amendment
 - (n) To extend the time limit for speeches
 - (o) To suspend Standing Orders in accordance with Standing Order No 78
 - (p) To exclude the Public under Standing Order 64
 - (q) To silence or eject a Member named for misconduct
 - (r) To invite a Member having an interest in the subject matter under debate to remain
 - (s) To give consent of the Council where such consent is required by these Standing Orders
 - (t) To move a vote of no confidence in the Chair of the meeting.

Rescission of Previous Resolution

- 62
- (a) No motion to rescind any resolution passed within the preceding six months and no motion or amendment to the same effect as one which has been rejected within the preceding six months shall be proposed unless the notice of Motion bears the names of at least six members of the Council.
 - (b) When the Council has disposed of any such motion or amendment, it shall not be open to any member to propose a similar motion within a further period of six months.
 - (c) This Standing Order shall not, however, apply to motions moved in pursuance of a recommendation of a Committee

Discussions and Motions Affecting Employees of the Council

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

Admission of the Public and Press to Meetings

64. *The Public and the Press shall be admitted to all meetings of the Council and its Committees, which may however temporarily exclude the Public by means of the following resolution:*

“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw.

65. The Town Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.

Confidential Business

66. *No member shall disclose to any person who is not a member of the Council, any business declared to be confidential by the Council, the Committee or the Sub-committee as the case may be.*

67. The contents of any document or report which may be circulated to any member or members of the Council and which is marked “exempt” shall not be disclosed to any other person or persons.

Inspection of Documents

68. All Minutes and documents kept by the Council and by any Committee shall be open for the inspection by any member of the Council for any purpose of his/her duty, but not otherwise.

The Minutes shall be open to inspection by any local government elector of the Town without charge unless they refer specifically to any items of business conducted in the absence of the public.

Unauthorised Activities

69. No member of the Council shall in the name of or on behalf of the Council

- a) inspect any land or premises which the Council has a right or duty to inspect, or
- (c) issue orders, instructions or directions

unless authorised to do so by the Council or the relevant Committee or Sub-committee

Declaration of Interests

70. *If any member has a personal interest, within the meaning of the Code of Conduct as introduced by SI 2000/3335 subsequent to Part III of the Local Government Act 2000 in any matter, they must declare it.*
71. *If any member has a personal interest which is also a prejudicial interest within the meaning of the Code of Conduct referred to in SO70 they must declare it, and, whilst it is under consideration by the council, withdraw from the meeting unless the interest is trivial in the manner described in section 97(5) of the Act.*
72. *The Town Clerk shall record in a book to be kept for the purpose, particulars of any notice given by any member or any officer of the council of any interest in a contract, and the book shall be open during the reasonable hours of the day for the inspection of any member.*
73. If a candidate for any employment by the Council is to their knowledge related to any member or of the holder of any office under the Council, they, and the person to whom they are related, shall disclose the relationship in writing to the Town Clerk. A candidate who fails so to do shall be disqualified for such appointment and, if appointed, may be dismissed without further notice. Where relationship to a member is disclosed the Standing Orders on Interests shall apply.

Canvassing of and Recommendations By Members

- 74.. (a) Canvassing of members of the Council directly or indirectly, for any employment under the Council shall disqualify the candidate for such appointment. The Town Clerk shall make known the purpose of this sub-paragraph of this Standing Order to every candidate.
- (b) A member of the Council shall not solicit for any person any employment by the Council or recommend any person for such employment or promotion; but, nevertheless, any member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
75. Standing Orders Nos. 74 & 75 shall apply to tenders as if the person making the tender were a candidate for employment

Sealing of Documents

76. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution of the Council or Committee.
- (b) The Council's Common Seal shall alone be used for sealing documents. It shall be applied by the Town Clerk (or Deputy Town Clerk in his/her absence) in the presence of the Town Mayor or Deputy Town Mayor, who shall sign the document as witness

Variation, Revocation and Suspension of Standing Orders

- 77.. Any part of the Standing Orders except those printed in italics may be suspended by resolution in relation to any specific item of business.
78. A resolution permanently to vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next Ordinary meeting of the Council.

Liaison with County And District Councillors

- 79.. A notice of meeting of Council and Standing Committees shall be sent together with an invitation to attend to the County Councillor for the county division and to the District Councillor or Councillors for the district ward.

Notice of Non Attendance at Meetings

- 80 Otherwise than in the event of an unavoidable emergency, notice of non attendance at meetings should be notified to the Town Hall by 5pm latest on the day of the meeting.

Public Participation

- 81.. At all meetings of the Council or its Standing Committees there will be a short period allowed for questions from the Public. A question may be answered orally or in writing (which shall be circulated to all members of the Council) but shall not be the subject of further debate.

Other Rules

82. The Duties and Powers of Council and Committees, Proper Officer Provisions, Matters Delegated to the Town Clerk and Financial Regulations shall have the same effect as Standing Orders.

PART 4

DUTIES AND POWERS OF COUNCIL AND COMMITTEES

Council

83. The following matters shall be reserved for decision by the Council itself:
- (a) Precepting a rate
 - (b) Borrowing Money
 - (c) Making, amending or revoking Standing Orders, Financial Regulations or Duties and Powers and proper Office provisions
 - (d) Making, amending or revoking Bye Laws
 - (e) Making of Orders under any statutory powers
 - (f) Important matters of principle or policy that have been referred directly by committees or officers
 - (g) Prosecution or defence in a court of law

Remit of the Policy & Resources Committee (8 Members)

84. The Policy & Resources Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters or premises listed below:-
- The democratic procedure
 - Prepare guidance for Mayoral responsibilities
 - Best Value
 - Approval of service level agreements
 - To respond to consultation documents and projects generated by other organisations (unless the nature of the consultation falls directly within the operational remit of another Committee)
 - Crime Prevention and Community Safety
 - Grants - to make payments of grants in accordance with Council policy and within the budget allocation
 - Mayoralty, Civic Events, Insignia & Plate including Town Crest
 - Communication & web site
 - Committee & Member Services
 - Legal Services
 - Financial procedures
 - Office Services
 - Personnel Services & Central Management
 - Flying Monk Playing Field
 - Market Cross
 - Town Hall and Offices within
 - Recommending policy to full council and reviewing existing policies
 - Standing Orders and the making of By-laws to Council
 - Financing projects

Policy & Resources Committee has the following delegated powers to:

- Approve payments and receipt accounts
- Approve special urgent items of expenditure not included in the approved budget, to be limited to £2,000.
- Sanction expenditure within the approved budget in relation to the repair and maintenance of Council property up to the value of any contingency sum allocated in the budget.

In relation to Personnel matters, the Committee will appoint a Personnel Panel of three Members to oversee staffing matters. The membership of the Personnel Panel shall consist of the Chair and Vice-Chair of Policy & Resources Committee and one other member. Wherever practicable the panel shall contain both male and female members of Council.

Remit of Personnel Panel (3 Members)

85. The Personnel Panel shall be empowered to exercise and perform on behalf of the Council all powers and duties of the Council in relation to the matters listed below. The Policy & Resources Committee may delegate to the Personnel Panel any of its powers in respect of staffing matters.

All matters relating to discipline (including dismissal), grievances and recruitment in accordance with the Council's personnel policies and practices.

Remit of Leisure & Youth Committee (8 Members)

86. The Leisure & Youth Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed, which is not exhaustive. The Leisure & Youth Committee can appoint Sub-Committees. The Leisure & Youth Committee can delegate any of its powers to a sub-committee. The Leisure & Youth Committee is empowered to incur expenditure where it has an allocated budget provision

- Grounds Maintenance
- Recreation and leisure amenities owned or managed by the Town Council
- The general maintenance of play equipment at all play areas that are managed or owned by Council

Leisure & Youth Committee has the following delegated powers;

- Expenditure within approved allocated budget and matters relating to the management of those open spaces and play areas that are under the Council's authority.

Remit of Planning & Environmental Issues Committee (8 Members)

87. The Planning & Environmental Issues Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive. The Planning & Environmental Issues Committee may appoint sub-committees and delegate any of its powers to a sub-committee. The Planning & Environmental Issues Committee is empowered to incur expenditure where it has an allocated budget provision.

- Comment on all planning applications received for Malmesbury
- To comment on behalf of the Council on all planning matters including Local Plans, Structure Plans, Mineral Plans, Waste Plans, regional Plans and any other Plans or Studies as considered appropriate.
- Highway and traffic matters
- Matters which generally affect the built or rural environment of the town
- To report to the relevant authorities any breach of planning within the Conservation Areas.
- To recommend policies to Council on all matters affecting traffic management, public transport and environmental issues.
- Bus Shelters and Street Furniture
- Street naming

Remit of Town Promotion & Tourism Committee (8 Members)

88. The Town Promotion & Tourism Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which is not exhaustive. The Town Promotion & Tourism Committee may appoint sub-committees and delegate any of its powers to a sub-committee. The Town Promotion & Tourism Committee is empowered to incur expenditure where it has an allocated budget provision.

- All tourism and town promotion aspects of the Council
- For recommending to the Policy & Resources Committee its estimates for the forthcoming financial year
- Approval of expenditure within its approved budget
- Matters relating to Britain and Malmesbury in Bloom
- Competitions and any other local sponsored functions

Joint Burial Committee (6 Members from Malmesbury)

89. The members appointed to this committee shall meet with members appointed by Malmesbury St Paul's Without Parish Council on a regular basis. The Chair of this committee alternates between the two councils every two years. The committee operate within a budget approved by the constituent councils.

Mayor's Social Committee (number determined by incoming Town Mayor)

90.. To assist the Mayor during mayoral year in organising charity events.

PROPER OFFICER

91.. Where a Statute, Regulation or Order confers functions or duties on the Proper Officer of the Council in the following cases it shall be the Town Clerk or in his/her absence, an officer who is responsible for deputising for the post of Town Clerk.

- (a) To receive declarations of acceptance of office
- (b) To receive and record notices disclosing pecuniary interests
- (c) To receive and retain plans and documents
- (d) To sign Notices of other documents on behalf of the Council
- (e) To receive Bye Laws made by a District Council
- (f) To receive copies of Bye Laws made by the Council
- (g) To sign summonses to attend meetings of the Council and Committees
- (h) In any other case the Proper Officer shall be the person nominated by the Council and in default of nomination, the Town Clerk

DELEGATION TO OFFICERS

92.. The Town Clerk shall be empowered to exercise and perform on behalf of and in the name of, and without further reference to the appropriate Committee of the Council all powers and duties of the Council in relation to the following as described.

- a) The day to day administration of services and routine inspection and control
- b) To act as primary liaison with press and media on behalf of the Town Council
- c) Staffing Matters
 - The day to day supervision of all employees and the maintenance of staff discipline including taking appropriate disciplinary action in accordance with the disciplinary procedure.
 - The maintenance and periodic review of contracts of employment and job descriptions for all employees and other records as may be required from time to time.
 - To fulfil, as necessary, the requirements of the grievance procedure
 - To ensure a Safety Manual and safety procedures are maintained in compliance with the health and Safety at Work Act 1974 and take such action as to ensure its implementation
 - To decide upon requests from staff for compassionate leave for periods of up to three days
 - To appoint temporary staff as considered necessary
- d) To exercise such powers and duties as laid down in the Financial Regulations.