



## MELKSHAM TOWN COUNCIL

### *STANDING ORDERS*

#### MEETINGS

1. Meetings of the Council shall be held at the Town Hall, Melksham at 7.00 pm unless the Council otherwise decides at a previous meeting.
2. **The Statutory Annual Meeting in an election year shall be held on a day during the two weeks following the fourth day after the ordinary day of elections to the Council and in a year which is not an election year shall be held on any Monday in May as decided upon by the Council.**
3. **The three other Statutory Meetings and additional meetings shall be held as and when decided upon at the Annual Meeting of the Council, or as otherwise agreed at a previous meeting of the Council.**
4. **Additional meetings shall be held, as the Council shall deem necessary and the Town Mayor may convene an extraordinary meeting of the Council at any time.**
5. **If the Chair of the Council (Town Mayor) refuses to call an extraordinary meeting of the Council within seven days of having been requested to do so by two councillors, any two councillors may convene an extraordinary meeting of council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
6. In the event of a meeting not being finished by 10.00 pm then the Chair will seek the views of Councillors on whether or not they wish to continue or suspend the meeting.

#### CHAIRING MEETINGS

7. **The Chair if present shall preside at the meeting. If the Chair is absent the Vice-Chair if present shall preside. If both the Chair and Vice Chair are absent, a Councillor as chosen by the members present shall preside. A person presiding at a**

**meeting may exercise all the powers and duties of the Chair in relation to the conduct of the meeting.**

#### **PROPER OFFICER**

8. Where a statute, regulation or order confers functions or duties on the Proper Officer of the council in the following cases he/she shall be Clerk:
  - (a) To receive declarations of acceptance of office.
  - (b) To receive and record notices disclosing pecuniary interests.
  - (c) To receive and retain plans and documents.
  - (d) To sign notices or other documents on behalf of the Council.
  - (e) To receive copies of byelaws made by Wiltshire Council.
  - (f) To certify copies of byelaws made by the Council.
  - (g) To issue and sign summonses to attend meetings of the Council.
  - (h) To provide a minute book for recording the proceedings of meetings.

In any other case the Proper Officer shall be the person nominated by the Council and in default of nomination the Clerk.

#### **SERVICE OF THE SUMMONS AND AGENDA**

9. Three clear days before a Council meeting, a summons requiring Councillors to attend the meeting and specifying the business to be transacted will be sent by post or delivered by hand to every Councillor.
10. In accordance with the Electronic Communications Order 2015 Councillors may provide written consent to email service of the summons and, further to providing consent, notify the Proper Officer of the email address they will use. A councillor can withdraw consent to email service at any time.
11. Three clear days before a Council meeting, notice of its date, time and venue and details of the agenda will be posted on conspicuous Town Council notice boards in the town.

## **QUORUM**

12. FIVE members shall constitute a quorum for all Meetings of the Town Council.
13. If a quorum is not present when the Council meets or if during a meeting the number of Councillors present not debarred by reason of declared pecuniary interest, falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chair may fix.

## **VOTING**

14. Members shall vote by show of hands or, if at least two members so request, by signed ballot.
15. **If a member requests a recorded vote, the request should be made before the vote is taken. The Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against or abstained from the voting.**
16. **(1) Subject to (2) and (3) below, the Chair 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 though he/she gave no original vote.**  
  
**(2) If the person presiding at the Annual Meeting has ceased to be a member of the Council, but for the statutory provisions which preserve the membership of the Chair and Vice Chair until the end of their term of office, he/she may not give an original vote in an election for Chair.**  
  
**(3) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chair.**
17. **All Councillors with voting rights shall observe the code of conduct adopted by the Council (attached). A Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on the right to participate and vote on the matter.**

## **ORDER OF BUSINESS**

(In an election year Councillors should execute Declarations of Acceptance of Office in each other's presence, or in the presence of a Proper Officer previously authorised by the Council to take such declaration, before the Annual Meeting commences).

**18. At each Annual Meeting the first business shall be:**

- (a) To appoint a Town Mayor
- (b) To appoint a Deputy Town Mayor
- (c) To adopt Standing Orders for the following year.
- (d) To adopt Terms of Reference for the following year.
- (e) To adopt financial regulations.
- (f) To adopt a risk assessment statement.
- (g) To adopt an investment policy.
- (h) To appoint Committees, Chair and Vice Chair of Committees
  - (i) Policy & Performance
  - (ii) Asset Management
  - (iii) Community Development
  - (iv) Planning
- (i) To appoint sub-committees and Chair of sub committees.
- (j) To appoint Town Council representatives on outside bodies.
- (k) To approve the dates of meetings for the year.

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

20. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:

- (a) To read and consider the minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the minutes may be taken as read.
- (b) After consideration, to approve the signature of the Minutes by the person presiding as a correct record.

- (c) To deal with business expressly required by statute to be done.
- (d) To dispose of business, if any remaining from the last meeting.
- (e) To receive such communications as the person presiding may wish to place before the Council.
- (f) To answer questions put by councillors in line with standing order 20.
- (g) To receive and consider reports and minutes of committees.
- (h) To receive and consider reports from officers of the Council.
- (i) To authorise the sealing of documents.
- (j) To authorise the signing of orders for payment. (This will be unnecessary if there is a Resources Committee)
- (k) To consider resolutions or recommendations in the order in which they have been notified.
- (l) Any other business specified in the summons.
- (m) The agenda for each Town Council meeting or committee will be agreed with the Chair of each committee before publication.
- (n) Any item on an agenda requested by a Councillor shall be accompanied by a written report to be submitted to the Clerk at least 7 days before the meeting.

21. A motion to vary the order of business on the ground of urgency:

- (a) May be proposed by the Chair or by any member and, if proposed by the Chair, may be put to the vote without being seconded and
- (b) Shall be put to the vote without discussion.

#### **RESOLUTIONS MOVED ON NOTICE**

22. If the subject matter of a resolution comes within the province of a committee of the council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report. The Chair, if he/she considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

23. Every resolution or recommendation shall be relevant to some question over which the council has power or which affects its area.

#### **RESOLUTIONS MOVED WITHOUT NOTICE**

24. All resolutions may be moved without notice except to authorise the sealing of documents.

#### **QUESTIONS**

25. (a) A member may ask the Chair or the Clerk any question concerning the business of the Council and expect an answer, provided 2 working days notice of the question has been given to the person to whom it is addressed before the meeting begins.

(b) A member may ask one supplementary question in respect of each question raised under 25(a)

26. No question not connected with the business under discussion shall be asked except during the part of the meeting set aside for questions.

27. Every question shall be put and answered without discussion.

28. A person to whom a question has been put may decline to answer.

#### **RULES OF DEBATE**

29. No discussion shall take place upon the minutes except upon their accuracy. Corrections to the minutes shall be made by resolution and must be initialled by the Chair.

30. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded and unless proper notice has already been given, it shall, if required by the Chair be put into writing and handed to him/her before it is further discussed or put to the meeting.

(b) A member when seconding a resolution or amendment may, if he/she then declares their intention to do so, reserve his/her speech until a later period of the debate.

(c) A member shall direct his/her speech to the question under discussion or to a personal explanation or a question of order.

(d) No speech shall exceed 5 minutes except by consent of the Council.

- (e) An amendment shall be either:
  - (i) To leave out words.
  - (ii) To leave out words and insert or add others.
  - (iii) To insert or add words.
- (f) An amendment shall not be a direct negative of the motion before the Council.
- (g) 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.
- (h) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
- (i) The mover of a resolution or of an amendment shall have a right of reply not exceeding 5 minutes.
- (j) A member, other than the mover of a resolution shall not without leave of the Council, speak more than once on any resolution, except to move an amendment or further amendment or on an amendment or a point of order or in personal explanation or to move a closure.
- (k) A member should rise to make a point of order or a personal explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
- (l) A Motion or amendment may be withdrawn by the proposer with the consent of the Council, without discussion and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
- (m) When a resolution is under debate, no other resolution shall be moved except the following:
  - (i) To amend the resolution.
  - (ii) To proceed to the next business.
  - (iii) To adjourn the debate.
  - (iv) That the question be now put
  - (v) That a member named is not further heard.
  - (vi) That a member named leaves the meeting.

- (vii) That the resolution be referred to a committee.
  - (viii) To exclude the public and press.
  - (ix) To adjourn the meeting.
31. (a) The ruling of the Chair on a point of order or on the admissibility of a personal explanation shall not be discussed.
- (b) Members shall address the Chair.
- (c) If 2 or more members indicate to speak, the Chair shall call upon one of them to speak and the others shall wait until called.

### **CLOSURE**

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

### **DISORDERLY CONDUCT**

33. (a) No member shall at a meeting persistently disregard the ruling of the Chair, wilfully obstruct business or behave irregularly, offensively, improperly or in such a manner as to scandalise the Council or bring it into contempt or ridicule.
- (b) If in the opinion of the Chair, a member has broken the provision of paragraph (a) of the Order, the Chair 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 leaves 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 Chair may suspend the meeting or take such further steps as may be reasonably necessary to enforce them.
- (d) Mobile phones shall be muted during meetings.

## **RIGHT TO REPLY**

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

## **ALTERATION OF RESOLUTION**

35. A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

## **RECISSION OF PREVIOUS RESOLUTION**

36. (a) A decision (whether affirmative or negative) of the Council shall not be reversed within 6 months save by a special resolution, the written notice which bears the names of at least 7 members of the Council.
- (b) When a special resolution has been disposed of, no similar resolution may be moved within a further 6 months.

## **VOTING ON APPOINTMENTS**

37. Where more than 2 persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken and so on until a majority of votes is given in favour of one person.

## **DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL**

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

## **RESOLUTIONS ON EXPENDITURE**

39. Any motion, which if carried, would, in the opinion of the Chair, substantially increase the expenditure upon any service which is under the management of or reduce the revenue at the disposal of any committee, or which would involve

capital expenditure shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee affected by it shall consider whether it wishes to report.

## **EXPENDITURE**

- 40. Orders for the payment of money shall be signed by any 2 authorised Councillors and reported to the next Council or Committee meeting.**

## **SEALING OF DOCUMENTS**

41. (a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.
- (b) Any 2 members of the Council may seal, on behalf of the Council any document required by law to be issued under seal.

## **COMMITTEES AND SUB COMMITTEES**

42. The Council may at the Annual Meeting appoint standing committees (and relevant terms of reference) and may at any other time appoint such other committees as are necessary, but shall not appoint any member of a committee so as to hold office later than the next Annual meeting.
43. The Mayor and Deputy Mayor may be members of every committee ex officio and non voting.
44. Every sub-committee or working group shall at its first meeting before proceeding to any other business, elect a Chair and may elect a Vice Chair where appropriate, who shall hold office until the next Annual Meeting of the Council and shall settle its programme of meetings for the year.
45. The Chair of the committee or the Chair of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.
46. Every committee may appoint sub committees for purposes to be specified by the committee.
47. The Chair and Vice Chair of the committee shall be members of every sub committee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub committee, the quorum of a committee shall be FIVE voting members on all Committees.
49. In the event of non attendance voting members should nominate a substitute to participate on the Committee and vote in their stead.
50. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members shall apply to committee and sub committee meetings.

#### **VOTING IN COMMITTEES**

51. Members of committees and sub committees, shall vote by show of hands or if at least 2 members so request by signed ballot.
52. **Chair of committees and sub committees shall in the case of an equality of votes have a second or a casting vote.**

#### **PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS**

53. A member who has proposed a resolution, which has been referred to any committee of which he/she is not a member, may explain his/her resolution to the committee but shall not vote.
54. All members are eligible to attend any Committee meetings and may participate in any debate but may not vote unless they are a voting member or a nominated substitute for a voting member.

#### **ACCOUNTS AND FINANCIAL STATEMENT**

55.
  - (a) Except as provided by paragraph (b) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
  - (b) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the Chair or Vice Chair of the Council.
  - (c) All payments ratified under sub paragraph (b) of this Standing Order shall be separately included in the next schedule of payments laid before the

Council.

56. The Clerk shall supply to each member a statement of receipts and payments as soon as possible after the end of the Financial Year.

### **ESTIMATES**

57. (a) The Council shall approve written budget estimates for the coming financial year at a meeting in the month of December.
- (b) Any committee desiring to incur expenditure shall, not later than the formation of the annual budget, give the Clerk a written estimate of the Expenditure recommended for the coming year.

### **INTERESTS**

58. All Councillors shall observe the Code of Conduct which was adopted by the Town Council on 16<sup>th</sup> July 2012, a copy of which is annexed to these Standing Orders (Appendix 1).
59. A Councillor may not participate in any discussion of or vote on any matter in which they have a disclosable pecuniary interest ("DPI") as specified by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and must withdraw and leave the Council Chamber for the duration of any such discussion and debate unless a dispensation has been obtained.
60. A request for a dispensation must be made in writing to the Clerk and be included as an agenda item of a Town Council meeting. Dispensations must specify the duration and application and may only be granted by the Full Council.
61. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Clerk. A candidate who fails to do so shall be disqualified for such appointment and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed, Standing Order 58 shall apply.
62. **The Clerk shall inform all candidates of the importance of compliance with Standing Order 61.**
63. (a) Canvassing of members or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the meaning of this sub-

paragraph to every candidate.

- (b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but nevertheless, a member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

- 64. Standing Orders Numbers 61 and 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **INSPECTION OF DOCUMENTS**

- 65. A member for any purpose of his/her duty as such (but not otherwise) can inspect any document in possession of the council or a committee, and can request a copy.
- 66. **All minutes kept by the council and by any committee shall be open for the inspection of any member of the Council.**

#### **UNAUTHORISED ACTIVITIES**

- 67. No member of the council or of any committee or sub committee shall in the name of or on behalf of the Council:
  - (a) Inspect any lands or premises which the council has a right or duty to inspect or
  - (b) Issue orders.

Unless authorised to do so by the council or the relevant committee or sub-committee.

#### **ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS**

- 68. **The public shall be admitted to all meetings of the Council and its committees and sub committees, which may however temporarily exclude the public** by means of the following resolution viz:  
"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

There shall be an agenda item for Public Participation and Matters Arising there from at Town Council meetings, Policy and Performance, Asset Management, Community Development and Planning Committee meetings.

69. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.
70. If a member of the public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the Council Chamber.

#### **CONFIDENTIAL BUSINESS**

71. (a) No member of the Council or of any committee or sub-committee of the Council shall disclose to any person not a member of the Council any business declared to be confidential by the Council, its committee or the sub-committee as the case may be.
- (b) Any member in breach of the provisions of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

#### **LIAISON WITH COUNTY COUNCILLORS**

72. A notice of meeting shall be sent, together with an invitation to attend, to the County Councillor for the division.
73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to Wiltshire Council shall be transmitted to the County Councillor for the division.

#### **PLANNING APPLICATIONS**

74. As soon as it is received, the following particulars of every planning application notified to the council will be recorded: -
  - (a) The date on which it was received.
  - (b) The name of the applicant.
  - (c) The place to which it relates.
  - (d) A summary of the nature of the application.

#### **STANDING ORDER ON CONTRACTS**

75. (a) Financial Regulations shall confirm that a proposed contract for the supply of goods materials services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a

formal tender. The Clerk shall give public notice of such intention in the same manner as public notice or meetings of the Council is given and similar notice shall be given in addition in such newspapers as the council shall direct.

- (b) Notice of a contract exceeding £25,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post.
- (c) The procurement and award of contracts which have an estimated value of £25,000 or more are covered by the Public Contracts Regulations 2015 and must satisfy the requirements of those Regulations including use of the Contracts Finder website.
- (d) Tenders shall be opened by the Clerk in the presence of nominated Councillors on the date specified pursuant to paragraph (b) of this Order and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a committee or sub-committee to that committee or sub-committee.
- (e) Neither the Council nor any committee or sub-committee is bound to accept the lowest tender. However, the Clerk or his nominee shall record, on the contract file, the reasons for taking single tender action or accepting other than the lowest tender.
- (f) If no tenders are received or if all the tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

#### **CODE OF CONDUCT ON COMPLAINTS**

- 76. The Council shall deal with complaints of maladministration allegedly committed by the Council or by an officer or members in accordance with the Town Council's policy on complaints.

#### **VARIATIONS, REVOCATION AND SUSPENSION OF STANDING ORDERS**

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

79. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
80. A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office or as soon as practicable, thereafter.
81. Written reports by Councillors on meetings attended should be submitted 7 days before the Town Council, Policy & Performance, Asset Management, Community Development or Planning Committee meeting at which they are to be presented. Verbal reports will be accepted at the discretion of the Chair.
82. The Town Council will produce a written Annual Report to include features on the past year's major developments and activities. This will be presented and adopted at the Annual Town Council meeting. Reports from individual groups will be added as an appendix to the Town Council report.
83. Chair shall mean the person chairing a meeting of the Town Council or any committee of that council. Such a person will have the expressed right to be addressed, whilst in that capacity, as Chair, Madam Chair, Chair or any other reasonable and respectful title of his or her own choosing

## **Wiltshire Council**

### **Code of Conduct**

You are a member or co-opted member of Melksham Town Council and hence you shall have regard to the following principles - **selflessness, integrity, objectivity, accountability, openness, honesty and leadership.**

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

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

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

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

### **Registering and declaring pecuniary and non-pecuniary interests**

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