



ANDOVER TOWN COUNCIL

Extraordinary Council Meeting Agenda
9 June 2020

To the Members of Andover Town Council:

You are hereby summoned to attend an EXTRAORDINARY meeting of the Full TOWN COUNCIL called using the power vested in the Chairman of the Town Council under the Local Government Act 1972 Schedule 12, Part 2 (9 (1)).

This meeting will be held **Virtually via Zoom on Tuesday 9 June 2020 at 6.30 pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter
Town Clerk – 3 June 2020



ANDOVER TOWN COUNCIL

Extraordinary Council Meeting Agenda

9 June 2020

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

If Members of the Public wish to join the meeting, please contact the Deputy Clerk at deputyclerk@andoverc.co.uk, and the sign in details will be forwarded

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Item 1: Apologies for Absence

To receive and accept apologies for absence.

Item 2: Declarations of Interest

To receive and note any declarations of interests relevant to the agenda.

Item 3: Virtual Meeting Platform for the Town Council

To approve the use of the Virtual Platform Zoom to conduct Virtual Meetings of the Town Council – report attached at **Appendix A**.

To approve the cost of upgrading the Zoom Platform to allow the meetings to continue for more than 40 minutes – costs included in the report at **Appendix A**.

Item 4: Virtual Meetings of the Town Council

To approve the Addendum to the Town Council's Standing Orders for Virtual Meetings – Addendum to Standing Orders attached at **Appendix B**.

To note the Virtual Meeting Procedure – attached at **Appendix C**.

To consider whether all meetings of the Town Council should continue to be held via the Virtual Platform until at least May 2021, or until such time as the Coronavirus is brought under control and it is safe for the Public to mix freely again.

Item 5: Declaration of Acceptance of Office and Committee Membership

To confirm that Councillor Barbara Long signed her Declaration of Acceptance of Office and was witnessed by the Town Clerk as Proper Officer on 19 March 2020.

To agree that Councillor Barbara Long is a Member of the following Committees:

Allotment Committee

Events Committee

Planning Committee

Item 6: Annual Meeting (Mayor Making)

Under the Legislation brought in to deal with the Coronavirus:

“The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 Part 2 4.(2) which came into force from 4 April 2020”.

It states: “Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine”.

Therefore Members are asked to vote on whether or not the Town Council shall hold an Annual Meeting (Mayor Making) prior to May 2021.

Appendix A: Report on Virtual Meeting Platforms and Costs

A

Virtual Meeting Platform Report

Produced for:

Extraordinary Council Meeting

Date of Report:

11 May 2020

Summary of Key Issues

To consider a Virtual Meeting Platform to use in response to the current situation imposed by the Covid-19 pandemic.

Current Situation

Currently Andover Town Council is unable to hold public Committee meetings due to the restrictions placed upon the country in response to the Covid-19 pandemic.

Meeting rooms are unavailable and the Town Council Offices do not allow space for social distancing.

Purpose of Report

The purpose of this report is:

1. To note the research completed on the different virtual platforms
2. To note the most cost effective and suitable platform for the Town Council at the current time is Zoom.
3. To approve the costs of Zoom to allow the Town Council to hold virtual meetings for the foreseeable future.

Available Platforms:**Google Hangouts**Advantages:

- It can be used on multiple devices including computers/laptops, Android and Apple devices.
- Screen sharing options are available.
- Participants can use the chat option whilst on the video call.

Disadvantages:

- For video conferencing there is a limit of up to 25 participants.
- Participants must have a Gmail account

Meet is Google's paid video conferencing software and will cost £8.28 per user per month.

GoToMeeting

An HD video conferencing software that can be used for meetings and collaboration.

Advantages:

- Meetings can be scheduled in advance.
- Invitations can be integrated with Office 365 or Google Calendar plugins.
- Participants can join meetings through 'call me' option

- GoToMeeting can automatically call participants.
- Screen sharing options are available.
- Can host meetings with up to 250 participants.
- Meetings can be recorded and meeting transcripts can be shared.

Disadvantages:

- The platform requires fast internet connection.
- Older systems may struggle to operate GoToMeeting.
- There are limitations with the free version — meetings can last 40 minutes and include three participants.

The cost of the paid version - in order to allow longer and more participants is £9.50 per organizer per month

Microsoft Teams

This is a collaboration and conversational platform as part of Office 365.

Advantages:

- Within meetings you can share screens and record your meeting.
- Participants can join meetings, without joining Teams by clicking on the email link.
- Previous meeting notes and recordings can be accessed.
- The platform allows for 250 participants.

The annual subscription commitment can be cancelled at any point with no penalty.

Disadvantages:

- The maximum PowerPoint size is 2GB.
 - There are limited features on the Microsoft Teams free platform compared to the paid Microsoft Teams.
- In order to have the ability for audio dial in, we would need to subscribe to Microsoft Business Voice at £12 per user per month.

Microsoft Teams is part of Microsoft Office 365, for 7 users with Business Voice would be £110.60 per month (£3.80 per user per month for Microsoft Office 365 and £12 per month per user for Business Voice). Microsoft have offered a 1-month free trial of Business Voice and 6 months free trial of Microsoft Office 365. This platform is used by Test Valley Borough Council and offers Andover Town Council everything that is required – participants up to 250, meeting recording, voting recording, audio dial in (with Business Voice) and live streaming.

However further research with Microsoft has shown that the Town Council’s current systems are not compatible with this platform and will require work by engineers to allow it to be used. This is further work and an unknown cost.

Zoom

This is a video conferencing platform. This can be used for meetings, collaborations and participants can also use the chat option.

It also supports audio conferencing, allowing people to join by telephone as well.

Advantages:

- Participants can share screens with each other (e.g. share a PowerPoint presentation).
- Meetings can be made securely. This includes having passwords and meeting IDs for participants to join meetings.
- Meeting invitations can be added to Outlook Calendar, Google Calendar or Yahoo Calendar.
- You can save the chat conversations.
- Meetings can also be recorded for future reference.

Disadvantages:

- The level of support you can receive from Zoom is dependent on the Zoom package being used.

- The free Zoom package limits group meetings to 40 minutes.

Whilst Zoom, like other platforms, offers more versatility with the more expensive packages the Pro Option package offers one host (meeting controller) at £119 per annum (£11.90 per month). This package offers everything Andover Town Council needs, including meeting recording. The host can set up the meeting then pass the host duties to the Chairmen of the Committee. The platform is already secure but Zoom are upgrading their security on the 30 May 2020.

Conclusion

In order for the Town Council to use a Virtual Platform as quickly as possible it is proposed that Zoom be used. The Microsoft Teams is a very good and versatile option, however as work needs to be completed on the Town Councils systems to allow usage and that time is unknown as well as any additional cost the Zoom Platform is the fastest option.

Financial Implications:

The Platform costs are indicated below:

Google Hangouts:	£8.28 per user per month
Gotomeeting:	£9.50 per user per month
Microsoft Teams:	£3.80 per user per month
Microsoft Teams with Business Voice:	£15.80 per user per month
Zoom:	£11.90 per month

Legal and Policy Implications

The Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020 to allow local authorities to conduct meetings remotely – from 4 April 2020.

Recommendations

To approve the use of Zoom for the Town Council virtual meetings.
To approve the cost of £11.90 per month or £119.90 for a year.

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputytownclerk@andoverc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Amendment to the Town Council Standing Orders which were agreed March 2019 to reflect The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 which came into force from 4 April 2020.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 come into force from 4 April 2020.

The regulations are made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

The Regulations apply to local authority meetings (and police and crime panel meetings) which are required to be held, or held, before 7 May 2021.

In the Regulations, “the 1972 Act” means the Local Government Act 1972 and “local authority” includes a County Council (and numerous other bodies).

Frequency of Meetings / Annual Meetings

A local authority is permitted to alter the frequency, move or cancel such meetings, without requirement for further notice. In reality this means a meeting can be cancelled, even if the agenda has been published.

When an appointment would otherwise be made at an annual meeting, such an appointment continues until the next annual meeting of the authority or until such time as that authority may determine.

Remote Attendance in Local Authority Meetings

A meeting is not limited to a meeting of persons all of whom, or any of whom, are present in the same place. The reference to a “place” includes reference to more than one place including electronic, digital or virtual locations (internet locations, web addresses or conference call telephone numbers).

A councillor ‘in remote attendance’ can attend the meeting as long as certain conditions are satisfied. These include that the councillor is able to hear and be heard by the other councillors in attendance. Also, being able to hear and be heard any members of the public entitled to attend the meeting. The regulations would prefer a visual solution, but audio is sufficient.

This also relates to members of the public attending the meeting being heard, but preferably seen.

To be clear, the above caveats (in relation to Members of the authority and the public) includes a person who is attending by remote access.

The Regulations clarify that any reference to being “present” at a meeting includes being present through remote attendance and a “place” where a meeting is held, or to be held, includes reference to more than one place (including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers).

Standing Orders

The provision in the Regulation overrides provisions in existing standing orders or rules governing the meeting.

However, a local authority may make other standing orders regarding issues such as voting, councillor and public access to documents; and remote access of public and press to a local authority meeting to enable them to attend or participate. This does not appear necessary as current processes allow this and access to meetings and public participation will continue.

Annual Meeting

Paragraphs 1 and 7 of Schedule 12 to the 1972 Act are disapplied which means the removal of the requirement to hold an annual meeting.

Access of Public and Press

The Regulations clarify that a meeting being “open to the public” includes access to the meeting through remote means (video conferencing, live webcast, interactive streaming).

Where a meeting is accessible to the public through such remote means the meeting is deemed open to the public whether or not members of the public are able to attend the meeting in person.

Appendix C: Virtual Meeting Procedure

C

Virtual Meeting Procedure

The Council should remember this is a usual Council meeting. In order to allow discussions, voting and the meeting to run as smoothly as possible please consider the following:

Starting a meeting:

- Councillors will receive an invite to the meeting via email. (see below)

i Attendee responses: 4 accepted, 0 tentatively accepted, 1 declined.

From	deputyclerk@andovertc.co.uk		
To...	Wendy Coulter ; committeeofficer@andovertc.co.uk ; Nikki Barber ; Fern Long ; Lisa Laing ; ac		
Subject	Staff test meeting		
Location	https://zoom.us/j/97268767069?pwd=Y2ZlYmc4akRETUg4STdrNWF6VkFoZz09		
Start time	Tue 19/05/2020	13:30	<input type="checkbox"/> All day event
End time	Tue 19/05/2020	14:00	

Tor Warburton is inviting you to a scheduled Zoom meeting.

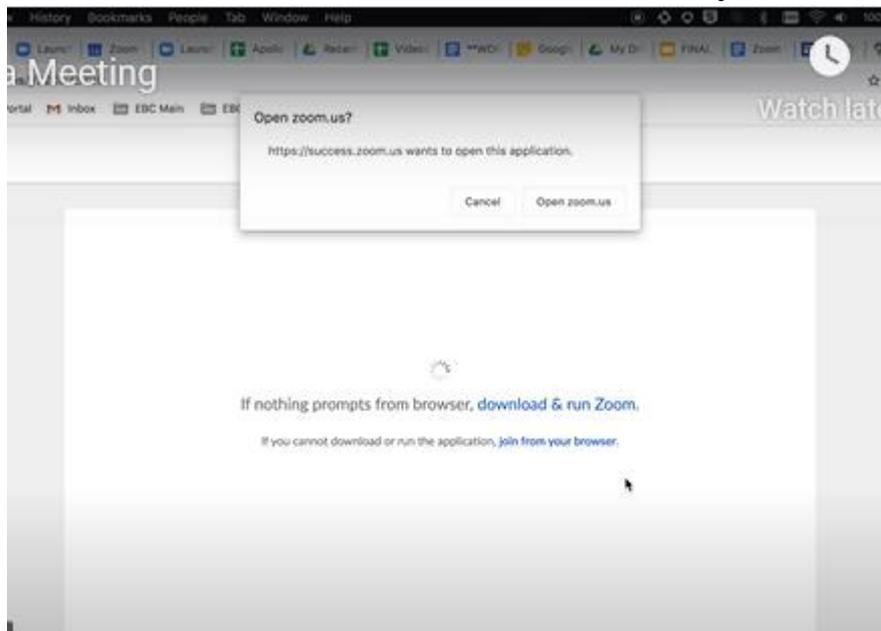
Join Zoom Meeting

<https://zoom.us/j/97268767069?pwd=Y2ZlYmc4akRETUg4STdrNWF6VkFoZz09>

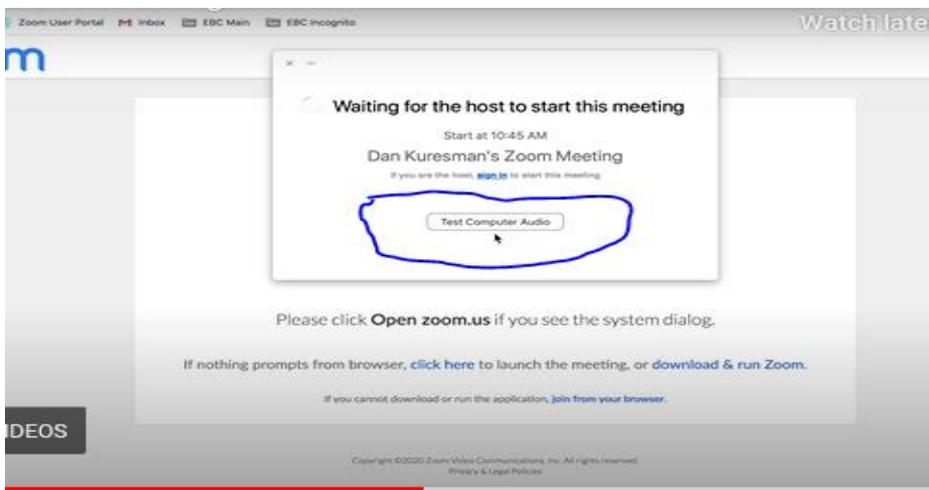
Meeting ID: 972 6876 7069

Password: 4tpd1f

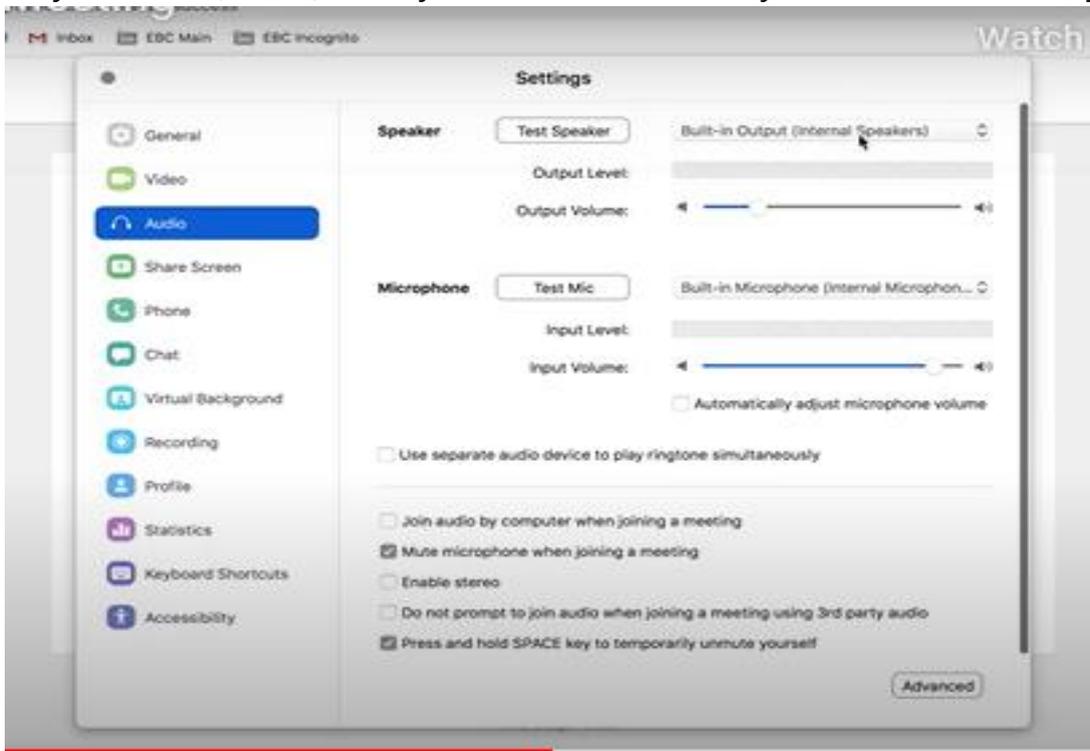
- 15 mins before the meeting is due to start please double click on the meeting link (circled), you will be asked to either download zoom (if not already done) or to launch zoom (if already have).



- Please either click download or launch and follow the instructions. You will then be taken to the waiting room, where you will wait until the host starts the meeting when everyone is present.



- Please use this time to adjust your audio settings, which you will find by pressing the link 'Test your audio' (circled). Here you will be able to check your audio volume and your picture.



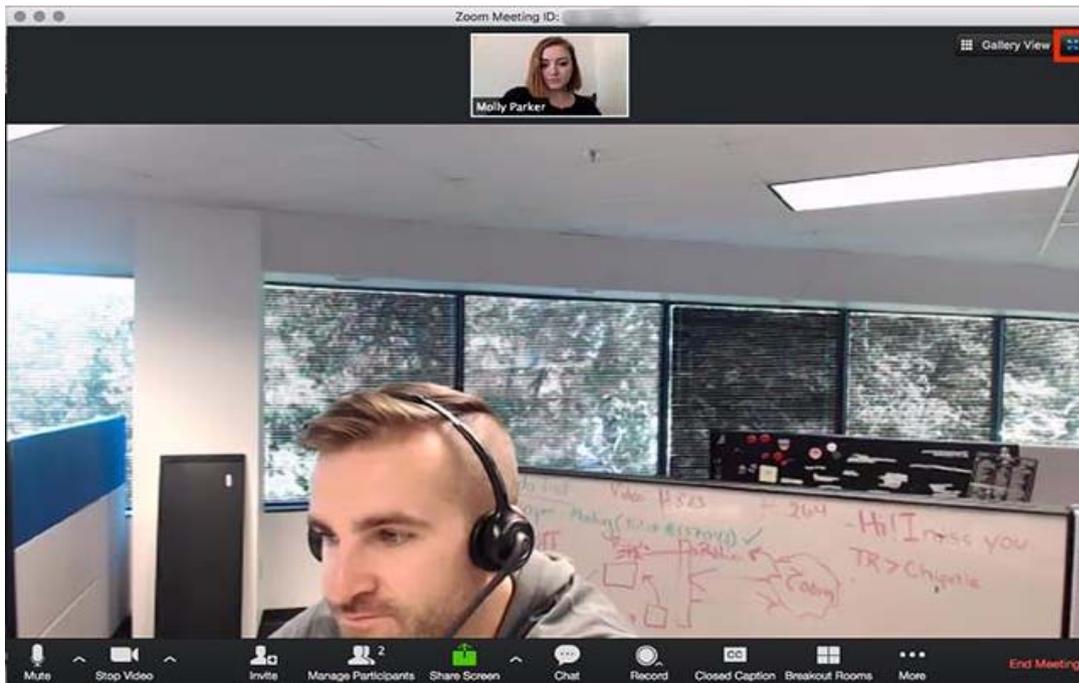
- **As previously stated please ensure that you join the meeting 15 minutes before it is due to start.** This will ensure that all Members are online and able to participate when the meeting actually commences, and allow time for any technical issues you might have in joining to be resolved.
- When all participants have joined a Staff member will let all the participants enter the meeting and then they will lock the meeting so that no-one else is able to join to maintain the meeting's security.
- Once you have joined the meeting you should be aware that all the other participants will be able to see and hear you.
- The staff member will then hand the hosting of the meeting to The Chairman.

Please mute your microphone when not speaking to eliminate background noise or comments. If you

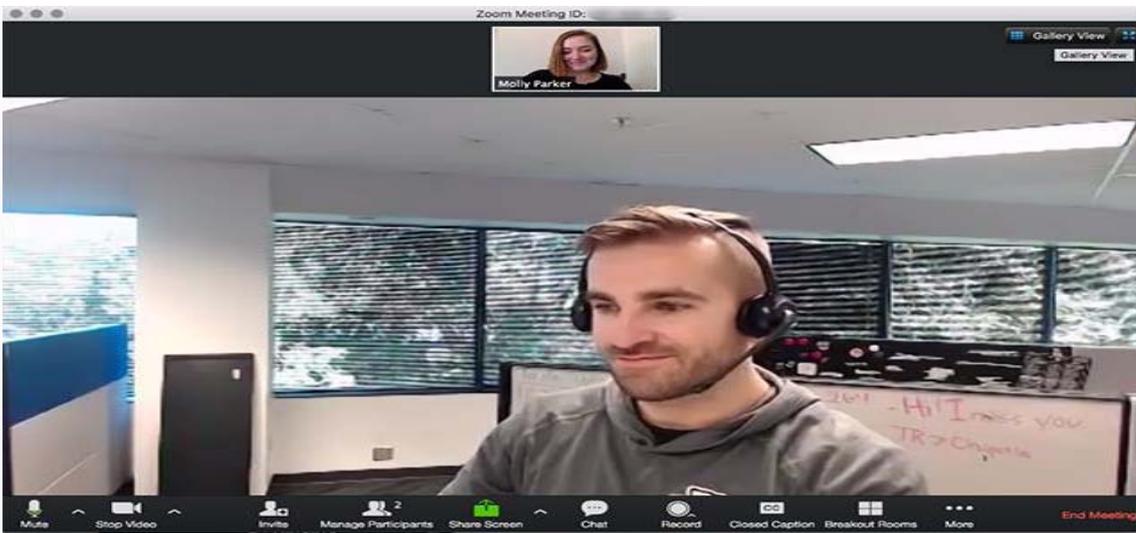
don't the Chairperson has the ability to do so on your behalf.

Options during the meeting:

- There are 3 video layouts when no one in the meeting is screen sharing: **Active Speaker**, **Gallery**, and **Full Screen**.
- **Full Screen:** You can take any of the layouts into full screen by clicking on the icon with four arrows at the top right corner of your Zoom window (highlighted by red square below). You can exit full screen by pressing **Exit Full Screen** in the same location or using the Esc key on your keyboard.



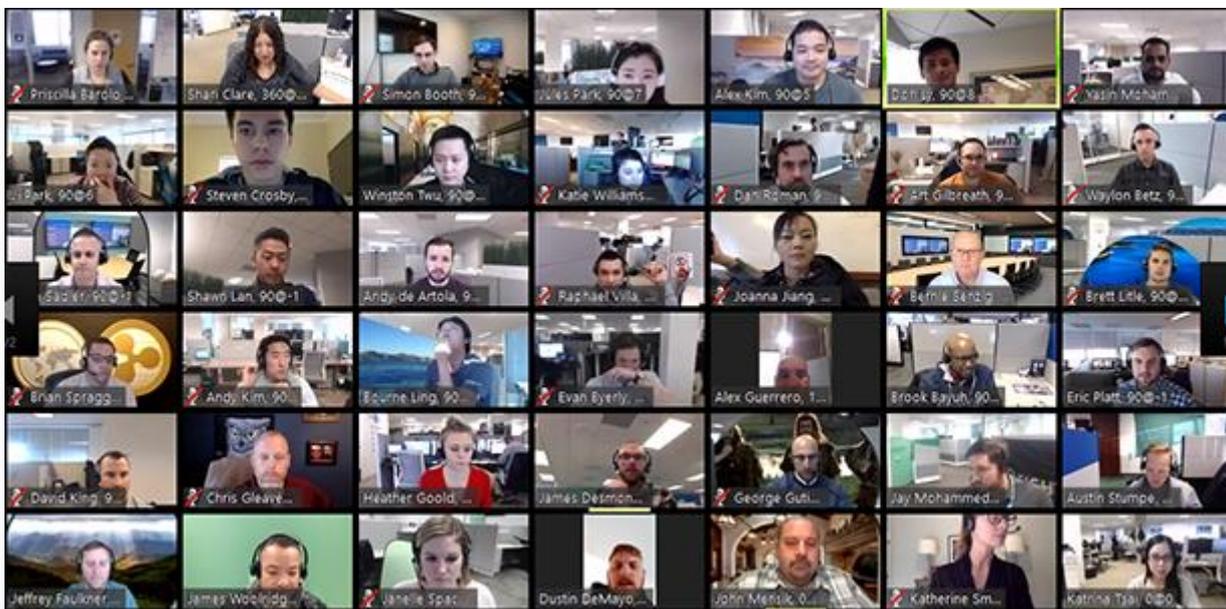
- **Active speaker:** Active speaker is the default video layout. It will switch the large video window between who is speaking.



Gallery View: To get gallery view click **the button** in the very top-right corner labeled 'gallery view' as below.



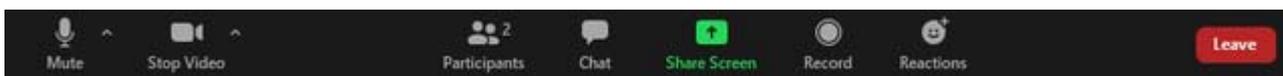
If the meeting has 49 or fewer attendees, all of them are displayed on a single page.



Attendee Controls during meeting

When you join a Zoom meeting hosted by another user, you are considered an attendee. The user who scheduled the meeting or was selected to be the alternative host (if the host is unable to join) will have [host controls](#)

The attendee controls appear at the bottom of your screen:



Attendees have access to these features:

From left to right:

- 1 **Mute / Unmute:** Mute and unmute your microphone.
- 2 **Start Video / Stop Video:** Turns your camera on or off.
- 3 **Participants:** See who's currently in the meeting and [invite others](#). You can also access these options:
 - **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.

- [Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.



4 Chat: Access the chat window to chat with the participants.

- While in a meeting, click **Chat** in the meeting controls. This will open the chat on the right. You can type a message into the chat box so that everyone can see without disturbing the speaker. If this is abused the Chairman can deactivate it.
- 5 Share Screen:** Start a screen share (if the host allows). You will be able to select the desktop or application you want to share.

- Click the **Share Screen** button located in your meeting controls.
- 
- Select the screen you want to share. You can also choose an individual application that is already open on your computer, the desktop, a [whiteboard](#), or an [iPhone/iPad](#).
 - Click **Share**.
 - Zoom will automatically switch to full screen to optimize the shared screen view. To exit full-screen, click **Exit Full Screen** in the top-right corner or press the **Esc** key.

6 Record: Start or stop a local recording. Attendees do not have access to start a cloud recording.

- If the host has enabled it, local recording allows participants to record meeting video and audio locally to a computer.

7 Leave: Leave the meeting while it continues for the other participants. Only the host can [end the meeting](#). The host/meeting will be notified you have left.

Conduct during meetings:

Council discussions

The chairman of the Council will chair the meeting. They should ensure they are confident following the agenda, managing input from Councillors and staff, and keeping the meeting to time. Therefore, it is suggested that:

- Everyone is on mute when not speaking – this helps keep background noise to a minimum which will improve everyone’s ability to hear the discussions.
- If everyone is able to join by video then they should indicate their wish to speak by raising their hand. There is a way to do this on Zoom (see above).
- If some people cannot join by video then raising hands will not be an option. It also will make it harder to keep track of who is speaking. In this scenario, the chairman could ask people to state clearly when they would like to speak. Another option might be for the chair to read from a list of Councillors’ names and ask them in turn if there is anything, they wish to say or ask. This may take more time but allows for a more controlled approach.
- The chairman may ask everyone to state their name before they start speaking so that it is always clear who is speaking.

How to keep track of who is ‘present’.

It may be the case that some individuals have technical issues that mean that they ‘leave’ the meeting, for example, their internet connection means that they are cut off. Zoom is very clear on who is present, however, it might be good practice to do a quick ‘roll call’ before each item to ensure the meeting is able to be accurately minuted.

Voting

There is no ‘right way’ to conduct voting in a remote meeting. Therefore,

- a roll call of Councillor’s names will be called and their vote clearly stated.
- After a vote the Town Clerk or Chairman will read back the votes of the Council so that everyone is confident their vote has been recorded correctly.
- Make sure every vote, is clear and unambiguous.
- The meetings audio will be recorded so it is important to state your vote clearly.

Behaviours and conduct

The required standards of behaviour and discussion are the same whether in remote or face-to-

face meetings.

These are difficult times and people may be worried about their health or family members, they may be frustrated being isolated at home, and there may be challenges with using new technology particularly if there are technical difficulties. Everyone in the meeting will need to be respectful and compassionate towards one another, emotions may be higher than usual but that only makes it more important that everyone approaches the meeting with respect and in the spirit of the Council's code of conduct (*attached for reference*).

Declaring Interests

If a Councillor has declared an interest in an item, upon the raising of that item they should mute the meeting and turn off their camera, the Chairman will be able to view all settings so will be able to confirm this has been done, and can do it if it hasn't. When it is safe for them to return the Chairman will unmute their microphone and reactivate their camera.

Andover Town Council, 68B High Street, Andover, Hants. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors

Adopted by Andover Town Council 6 September 2012.

Andover Town Council

MEMBERS' CODE OF CONDUCT

Part 1: General Provisions

1. This Code applies to you being a holder of public office as a member of Andover Town Council ("the authority") when acting in your role as a member.
2. This Code is adopted pursuant to the Council's statutory duty to promote and maintain high standards of Conduct by members of the authority, complies with the requirements of Section 28 of the Localism Act 2011 and is consistent with the principles set out in that section and which are listed in paragraph 4 below.
3. This Code is not intended to be an exhaustive list of all the legal and constitutional obligations placed on members of this authority. It is your responsibility to comply with the following provisions of this Code as well as other legal obligations beyond the scope of this Code.
4. This Code is based on and consistent with the following principles:

SELFLESSNESS

Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits.

INTEGRITY

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

OBJECTIVITY

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY

Holders of public office are accountable for their decisions and actions to the public.

OPENNESS

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP

Holders of public office should promote and support these principles by leadership and example.

Part 2: General obligations for members

1. When acting in your role as a member of the authority:
 - 1.1 **Do** treat others with respect
 - 1.2 **Do** ensure that you are aware of and comply with the requirements which the Bribery Act 2010 places on you in your role as a member and on the Council as a whole.
 - 1.3 **Do not** do anything which may cause your authority to breach any of the equality enactments (as defined in Section 33 of the Equality Act 2006(a)).
 - 1.4 **Do not** bully any person (bullying is offensive, intimidating, malicious, insulting or humiliating behaviour that is directed at someone over whom you have some actual or potential influence).
 - 1.5 **Do not** intimidate or try to intimidate, anyone who has complained about you or who may be involved with a complaint about you.
 - 1.6 **Do not** do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
 - 1.7 **Do not** disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of confidential nature, except where –
 - (i) You have the consent of a person authorised to give it;
 - (ii) You are required by law to do so;
 - (iii) The disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) The disclosure is –
 - (aa) reasonable and in the public interest; and
 - (bb) made in good faith and in compliance with the reasonable requirements of the authority
 - 1.8 **Do not** prevent another person from gaining access to information which that person is entitled to by law.
 - 1.9 **Do not** use or try to use your position improperly to obtain an advantage or disadvantage to yourself or any other person or body.
2. When making decisions as part of the authority
 - 2.1 **Do** have regard to any relevant advice provided to you by the Town Clerk as Responsible Financial Officer and Responsible Officer where such advice is offered pursuant to his or her statutory duties.
 - 2.2 **Do** give reasons for the decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority.

3. When using or as part of the authority, authorising the use of others of the resources of the authority –
 - 3.1 **Do** act in accordance with the authority’s reasonable requirements including the requirements of the authorities Electronic Communications Policy which you are deemed to have read:
 - 3.2 **Do** make sure that such resources are not used improperly for political purposes (including party political purposes); and
 - 3.3 **Do** have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.
 - 3.4 **Do** not improperly use knowledge gained solely as a result of your role as a member for the advancement of your Disposable Pecuniary Interests.

Part 3: Interests

1. Disclosable Pecuniary Interests

Disclosable Pecuniary Interests are defined in ‘The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012’ (the Regulations) and details are set out in the Schedule to this Code

2. Code of Conduct Interests

These are pecuniary interests of the nature set out in the Schedule to this Code that affect you (but not being a Disclosable Pecuniary Interest) or relate to or affect a relevant person as defined in the Regulations, a member of your family or a close friend.

3. Sensitive Interests

These are interests where you consider that disclosure of the details of a disclosable pecuniary interest or a code of conduct interest could lead you or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees. If the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a Disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2012.

4. Registration of Interests

You must, within 28 days of:

- a. This Code being adopted, or
- b. Your acceptance of office as a member, or
- c. Disclosure of a Disclosable Pecuniary Interest not on the Council’s Register of Interests or the subject of pending registration

Notify the Town Clerk, who will then notify the Monitoring Officer of any Disclosable Pecuniary Interest where the Disclosable Pecuniary Interest is yours or is the pecuniary interest of your spouse or civil partner, or somebody with whom you are living as husband or wife or as if you are civil partners.

5. Disclosure of Interests

If you are present at a meeting of the Council, or any committee or sub-committee of the authority and you have a Disclosable Pecuniary Interest or a Code of Conduct Interest in any matter to be considered or being considered at the meeting –

- a. You must disclose the existence and nature of that interest to the meeting
- b. You may not participate in and discussion or vote taken on the matter at the meeting
- c. You must leave the room where the meeting is held before any discussion or voting takes place
- d. If the interest is a Disclosable Pecuniary Interest and is not registered or is not the subject of a pending registration you must notify the Monitoring Officer of the interest within 28 days
- e. If the interest is a Disclosable Pecuniary Interest you must not make a statement on the matter in which you have an interest before leaving the room
- f. If the interest is a Code of Conduct Interest you may make a statement on the matter in which you have an interest before leaving the room, in accordance with the Council's Public Participation Scheme.

6. Offences

It is a criminal offence to

- a. Fail to notify the Monitoring Officer of any Disclosable Pecuniary Interest within 28 days of election
- b. Fail to disclose a Disclosable Pecuniary Interest at a meeting if it is not on the register
- c. Fail to notify the Monitoring Officer within 28 days of a Disclosable Pecuniary interest that is not on the register that you have disclosed to a meeting
- d. Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest
- e. As a member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest
- f. Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

Schedule

Set out below is an extract from The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012. In this extract 'M' means you and 'relevant person' means you, your spouse or civil partner, or somebody with whom you are living as husband or wife or as if you are civil partners.

Subject	Prescribed description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

These descriptions of interests are also subject to the following definitions:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification of a disclosable pecuniary interest on taking office or at a meeting where the interest arises as appropriate;

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