



## Whitland Town Council Constitution 2014

### Summary and Explanation

Whitland Town Council are not required by law to adopt a constitution, however they do need to adopt Standing Orders and Financial Regulations and to have other governing documents such as a Councillors Code of Conduct and a Publication Scheme.

Whitland Town Council have resolved to voluntarily adopt this Constitution which will contain the statutory governance documents which it needs to publish as well as a number of other parts which will help to make its dealings more transparent to local people and businesses. Its purpose is to enable local people to understand how their Town is being governed and how they can become involved in the decision making. Whitland Town Council was inaugurated in May 1974. In its 40<sup>th</sup> anniversary year 2014 the following revised Constitution was adopted.

### Contents of Revised Constitution

Summary and Explanation  
Standing Orders  
Financial Regulations

### Date of Revision/Adoption

July 2014  
September 2012  
June 2012

### Committee Terms of Reference and Delegation:

Council  
Personnel Committee

May 2012  
March 2013

Policies that have been adopted by the Council are available on the website at <http://whitlandtowncouncil.co.uk/wtc-constitution.php>

The Council agreed to abide by the revised Code of Conduct for members, which was published in 2016. This is available on the website at <http://whitlandtowncouncil.co.uk/wtc-constitution.php> as is the Code of Conduct for officers.

The annual budget is decided by Council each year in January for the coming financial year. At this time the Council will also usually review its medium term financial strategy.

### STANDING ORDERS, FINANCIAL REGULATIONS, COUNCIL, PERSONNEL COMMITTEE.

Summary information – more information may be obtained from the Clerk.

### Standing Orders

One Voice Wales Model Standing Orders were adopted in September 2012 with the revisions that meetings are usually be held on the first Monday of the Month at the Mayors Parlour, in the Town Hall, King Edward Street, Whitland. at 7.00pm. The Agenda is placed at the Town Hall and on the website three working days in advance of the meeting.

If it is not possible, by reason of public holiday or other reason, to have the meeting at this time then public notice will be given of the alternative date or venue.

Welsh Government policy states that reasonable adjustments must be made to working times to suit all Councillors. The time of the meeting is subject to amendment, from time to time, based on consideration for Councillors work/life patterns.

**All meetings are open to the Public.** On very rare occasions the public may be requested to leave the room briefly whilst matters relating to terms and conditions of individual staff or tenders are discussed. This will be referred to, on the public agenda, in advance of the meeting.

### **Financial Regulations**

The Town Clerk is the designated responsible Financial Officer and prepares budgets in accordance with statutory Guidance.

### **Council**

The Council comprises of 13 Elected or Co-opted Councillors. The role is a voluntary one although training can be provided at Council expense from time to time. Co-option of Councillors when there is a vacancy, between elections, gives every consideration to a balance of skills to match the population represented.

The Town Council undertake a number of duties and a summary of the resolutions is available in the Mayors annual report. For example: oversee street lighting, Christmas lights, grants for local projects, donations for local groups, commenting on planning applications,

### **Personnel Committee**

A sub- committee of Councillors oversee the Performance Management of the Town Clerk. The Town Clerk manages other Staff employed by the Town Council.