



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 40th Anniversary year 2014 the following revised Constitution was adopted.

Contents of Revised Constitution	Issue	Date of Revision/Adoption
Summary and Explanation	1	July 2014
Standing Orders	1	September 2012
Financial Regulations	1	June 2012
Committee Terms of Reference and Delegation:		
Council	1	May 2012
Personnel Committee	1	March 2013
Council Policies:		
Environmental Policy	1	July 2014
Equality Policy	1	July 2014
Language	1	July 2014
ICT Policy	1	July 2014
Information & Data Protection Policy	1	July 2014
Procurement Policy	1	July 2014
Marketing, Publicity, Consultation		In preparation
Corporate Business Plan:		
Business Plan (<i>including Budget & Forecast</i>)		In preparation
Annual Budget Summary	1	March 2013
Medium Term Financial Strategy	1	In preparation
Codes & Protocols:		
Code of Conduct for Members'	1	September 2012
Officers' / Clerks Code of Conduct	1	May 2012
OVW Protocol on Town and County Cllrs.	1	May 2013
Appendices:		
Mayors Allowance	1	July 2014



STANDING ORDERS, FINANCIAL REGULATIONS, COUNCIL, PERSONNEL COMMITTEE

Standing Orders

One Voice Wales Model Standing Orders were adopted in September 2012 with the revisions that meetings 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 procured at Council expense from time to time. The most recent election took place in 2012 and was the first election of Whitland Town Councillors for twenty eight years. Co-option of Cllrs , 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, comment 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.