

- Inspect the Council's accounts and question any expenditure as well as making your views known to the external auditor, currently Grant Thornton LLP, about whether what has been spent is lawful.

The local Citizens' Advice Bureau can advise on individuals' legal rights. Contact www.maidstonecab.org.uk or visit 2 Bower Terrace, Tonbridge Road, Maidstone, ME16 8RY.

Field Cod

The Council welcomes public participation in its work. For further information on your rights, or if you would like to inspect agendas and reports or attend any Council or Committee meetings please contact the Democratic Services Team at committeeservices@maidstone.gov.uk

Field Cod

Responsibilities of Members of the Public

Members of the public must not be violent, abusive or threatening to Councillors or Officers and must not wilfully or recklessly harm things owned by the Council, Councillors or Officers. The Council has adopted a policy for dealing with persistent and unreasonable complainants, a link to which can be found here:

http://www.maidstone.gov.uk/data/assets/pdf_file/0020/26192/1301_UnreasonableandUnreasonablyPersistentComplainantsPolicyV1.pdf

1.6. The Leader of the Council

The Council's Procedure Rules provide for the election of a Leader which will normally happen at the Council's Annual Meeting.

As the Council operates a committee style of governance, ~~the Leader is a figurehead for the Council. Leader has no formal powers or duties vested in him/her.~~ The Council's Leader is the Council's political and elected head, the focus for political direction and the chief spokesperson for the Borough as well as an ambassador for the Council (although this is different from the civic and ceremonial duties of the Mayor – see below). The Leader will be the Chairman of the Policy & Resources Committee and his/her role should be read and understood in relation to the role of this Chairman.

The Leader is normally elected each year at Annual Council for a term of one year until next Annual Council, unless the Council removes the Leader or s/he resigns from that office, or as a Councillor.

The Council's Procedure Rules provide for the appointment of a Deputy Leader which will normally happen at the Council's Annual Meeting. The Deputy Leader will exercise the duties of the Leader in his/her absence (but not as Chairman of Policy and Resources Committee unless s/he serves on that Committee and is appointed as Vice-Chairman).

current situation regarding implementation of decisions made by others (and the potential consequences of taking an alternative decision).

2. COMMITTEES OF THE COUNCIL

Committee Structure and Terms of Reference

All Committees may hold inquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist them in this process. They may go on site visits, conduct public surveys, hold public meetings, commission research and do all other things that they reasonably consider necessary to inform their deliberations.

Each of the four main service Committees have responsibility for **strategic performance management** across the range of their functions and shall review whether policies and approaches should be changed and whether desired outcomes are achieved, including on capital projects, within the remit of the Committee.

Any committees may consider any subject that, in the opinion of the committee is relevant to the formulation and delivery of its objectives. This is subject to approval of the business of the meeting by the Chairman, under the process set out in part 3.1, 3 "Meetings", section 3.2 "Business" below.

2.1 POLICY AND RESOURCES COMMITTEE

Membership: 15 Councillors

Purpose:

- To make recommendations to the Council on budget and policy matters;
- To provide strategic direction to the operation of the Council, determining policies in the areas set out below and any cross-cutting policies that impact on other Committee areas;
- make decisions regarding land and property including acquisition, disposal and appropriation;
- retain a strategic overview of risk management;
- be responsible for all policy matters not otherwise allocated to any other Committee and to determine any disputes or differences between Committees.

FUNCTIONS	DELEGATION OF FUNCTIONS
To be responsible for the annual budget submission to full Council (including staffing budgets).	N/A
To be responsible for significant decisions involving more than one service Committee.	N/A

- To act as Ambassador for the Council and its activities amongst external advisory and interest groups not falling within the responsibility of the other Committees
- To act as an advocate for the Council in pressing for changes in national policy
- Act as Councillor Health & Safety at Work Champion and attend Health and Safety meetings
- To foster close links with the business community and develop partnerships to achieve outcomes identified in the Economic Development and Regeneration Strategy
- To foster close links and develop partnerships with skills and education providers to achieve outcomes identified in the Economic Development Strategy
- To take responsibility for relationships with funders including KCC and the Heritage Lottery fund, service delivery partners including the Chamber of Commerce, Federation of small businesses, Locate in Kent, education and skills providers, voluntary and community groups.

2.2 URGENCY COMMITTEE

Membership: Leaders of the five largest Groups represented on the Council. Quorum 3.

Purpose: To take any urgent Policy and Resources Committee or Council decisions (that may be delegated by the Council, where above the level of delegation to Officers) in between scheduled meetings and where the decision needs to be taken before the next meeting in order to protect the Council's interests.

FUNCTIONS	DELEGATION OF FUNCTIONS
All decision-making where in the opinion of the Chief Executive (having consulted the Chief Finance Officer and the Monitoring Officer) the Council's interests require that Councillors take a decision urgently; including virement decisions and decisions to expend money from contingencies and balances that are not otherwise delegated.	Any decision that may be made by Council or the Policy and Resources Committee in between scheduled ordinary meetings may be further sub-delegated as considered appropriate.

2.3 STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORTATION COMMITTEE

Membership: 9 Councillors

Purpose: To be responsible for planning, sustainability, district highways and car parking functions and transportation.

FUNCTIONS	DELEGATION OF FUNCTIONS
<p>To take the lead in ensuring that the Council delivers its strategic objectives for planning, sustainability and transportation</p> <p>To pass a resolution that Schedule 2 to the Noise and Nuisance Act 1993 should apply in the authority's area</p> <p>To submit to Policy and Resources (P&R) Committee all revenue estimates and capital programmes within the remit of the Committee with a view to P&R determining the budget for submission to Council</p> <p>To be responsible for all strategic budget related staffing matters within the Committee's remit</p>	<p>N/A</p> <p>N/A</p>
<p>Strategic Planning and Performance Management — to oversee the development, review and implementation of the Council's:</p> <p>Spatial Planning Strategy including the Local Plan and other Spatial Planning documents (such as the Blue and Green infrastructure Plan and Landscape Character Assessment) including Development Plan documents, Development Management policies and Development briefs (subject to approval by Council) Development Plan, including the Maidstone Borough Local Plan and Neighbourhood Plans (subject to approval by Council);</p> <p>Spatial planning documents such as supplementary planning documents and planning policy advice notes;</p> <p>Master Plans and development briefs;</p> <p>The Infrastructure Delivery Plan and</p> <p>The Community Infrastructure Levy (subject to approval by Council).</p> <p>Development Management, Enforcement, Community Infrastructure levy (CIL) and Infrastructure Delivery Plan (IDP) <u>Building Control.</u></p>	<p>Head of Planning and Development</p> <p>Head of Planning and Development</p> <p>Director of Environment and Shared Services TBA Director of Environment and Shared Services</p> <p>Director of Environment and Shared Services <u>Head of Planning and Development</u></p>

Car Parking Plans and Strategy	
Air Quality Management Strategy, smoke free premises and control of pollution.	<u>TBA</u>
Integrated Transport Strategy,	<u>Head of Planning and Development</u>
Park and ride and district highways functioning	<u>TBA</u>

ROLE OF THE CHAIRMAN OF STRATEGIC PLANNING, SUSTAINABILITY AND TRANSPORT

- Working with others in building a vision for the Council and Community
- To represent the Council on all partnerships relevant to the Committee
- To take the lead role in this Committee of fostering close links with key stakeholders including Parish Councils, the Developers Forum, English Heritage and transport interest groups such as Quality Bus Partnership, Transport Users Group, Rail Stakeholders Group
- To take the lead role within this Committee for responsibility for relationships with funders including Kent County Council and ~~The~~ Highways England. Agency
- To chair the Joint Transportation Board with Kent County Council in alternate years and be Vice Chairman in others.

2.4 LOCAL PLAN SUB COMMITTEE

Membership: 5 Councillors

Responsible for Spatial Planning Strategy including the local plan and other Spatial Planning documents including Development Plan documents, Development Management policies and Development briefs (subject to approval by Council and the Strategic Planning, Sustainability and Transportation Committee).

2.5 COMMUNITIES, HOUSING AND ENVIRONMENT

Membership: 9 Councillors

Purpose: To take the lead within the Council for ensuring that the Council delivers its strategic objectives with regard to Communities, Housing and the Environment; to ensure inclusive and productive community engagement, Public Health, licensing, housing, other community services and to be the Council's Crime and Disorder Committee.

- To take the lead within this Committee for all aspects of community engagement
- To work with groups such as the Older Person's Forum and the Voluntary Sector including organisations such as the Citizens Advice Bureau, Voluntary Action Maidstone, Maidstone Mediation and other important community organisations
- To represent the Council on all relevant partnerships including the Kent Waste Partnership, the Kent Community Safety Partnership and the Kent Health Overview & Scrutiny Committee. (Health scrutiny shall be undertaken in accordance with the agreed Kent Protocols for NHS Overview and Scrutiny from time to time.)
- To take the lead on this Committee for ensuring good relationships with funders including Kent County Council and Waste & Resources Action Programme (WRAP), service delivery partners including contractors, voluntary sector and community groups.

2.6 HERITAGE CULTURE AND LEISURE COMMITTEE

Membership: 9 Councillors

Purpose: To promote Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities

FUNCTIONS	DELEGATION OF FUNCTIONS
To take the lead within the Council for ensuring that the Council delivers its strategic objectives with respect to Maidstone as a decent place to live by providing opportunities for engagement in cultural and leisure pursuits, developing a sense of place and ensuring that everyone, no matter who they are, or where they live, has access to quality open space, sports and leisure facilities	N/A
To take the lead in ensuring that Maidstone's Heritage and Culture together with its leisure facilities play a key role in regeneration and in improving and sustaining the Borough's economic development and health and wellbeing	N/A
To submit to Policy and Resources Committee all revenue estimates and capital programmes	N/A

<p>within the remit of the Committee with a view to P&R Committee determining the budget for submission to Council</p> <p>To be responsible for all strategic budget related staffing matters within the Committee's remit</p> <p>Strategic Planning and Performance Management — to oversee the development, review and implementation of the Council's:</p> <p>Sports and Leisure Strategy</p> <p>Parks and Open Spaces strategy including <u>play areas and</u> allotments</p> <p><u>Festivals and Events Strategy including the Hazlitt Theatre and Arts Centre contract. Theatres, events and festivals</u></p> <p>Destination Management <u>PlanStrategy;</u> <u>Maidstone Culture and Leisure Business Plan and</u> <u>Visitor Economy Strategy including the Hazlitt Arts Centre, Maidstone Museum, Tourism, the Kent Conference Bureau and Maidstone Market Maidstone Market.</u></p>	<p>N/A</p> <p>Head of Commercial and Economic Development</p> <p>Head of Commercial and Economic Development</p> <p>Head of Commercial and Economic Development</p> <p>Head of Commercial and Economic Development</p>
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ROLE OF THE CHAIRMAN OF HERITAGE, CULTURE AND LEISURE COMMITTEE

- To take the lead on this Committee on working with others in building a vision for the Council and community
- To represent the Council on all relevant partnerships to include Town Team, Town Centre Management One Maidstone in its role producing events and Maidstone Area Arts Partnership (MAAP)
- To take the lead within this Committee for relationships with funders, service delivery partners including voluntary and community groups and Trusts including Maidstone Leisure Trust, Cobtree Manor Estate Trust and the Museum Trusts.

2.7 PLANNING COMMITTEE

Membership: 13 Councillors

- (b) decide the size and terms of reference for those Committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) receive nominations from the Group Leaders of Councillors to serve on each Committee along with substitutes; and
- (e) appoint to those Committees and substitutes.

2. **ORDINARY MEETINGS**

Ordinary meetings of the Council will take place in accordance with an agreed calendar of meetings. Ordinary meetings will:

- (a) elect a person to preside if the Mayor or Deputy Mayor is not present;
- (b) receive any declarations of interest from Councillors and officers and deal with any applications for dispensations;
- (c) receive any disclosures of lobbying by Councillors;
- (d) consider whether any items should be taken in private because of the likely disclosure of confidential or exempt information;
- (e) approve and sign the minutes of the last meeting;
- (f) receive any announcements from the Mayor;
- (g) receive any petitions or deputations;
- (h) receive questions from, and provide answers to, the public in relation to matters which in the opinion of the person presiding at the meeting are relevant to the business of the Council;

(i) allow any member of the public to speak in accordance with the rule on Public Speaking;

~~(j)~~(i) the following will receive and respond to questions from Councillors in chronological order of receipt:

- Chairmen of Committees; and
- Other spokespersons nominated by the relevant Chairman.

~~(k)~~(k) receive the Leader's Report on Current Issues and the Group Leaders' responses;

~~(l)~~(l) deal with any business from the last Council meeting;

~~(h)~~(m) receive reports from the Council's Committees where there are recommendations for the Council to take a decision;

~~(m)~~(n) receive reports about the business of joint arrangements and external organisations which include matters for decision;

~~(n)~~(o) consider motions in the order in which notice has been received;

~~(o)~~(p) consider any other business specified in the summons to the meeting, including consideration of proposals from officers for debate; and

~~(p)~~(q) consider matters where confidential or exempt information may be revealed.

3. MEETINGS

3.1 Calling and Cancelling Meetings

(a) **Council Meetings** - Those listed below may request the proper officer to call Council meetings in addition to ordinary meetings:

(i) the Council by resolution;

(ii) the Mayor;

(iii) the Monitoring Officer; and

(iv) any five Councillors. If they have signed a requisition presented to the proper officer an extraordinary meeting will be held within 21 days of receipt of the requisition.

(b) **Committee/Sub-Committee Meetings** - The Chairman of a Committee or Sub-Committee may call a special meeting of the Committee or Sub-Committee. A special meeting may also be called on the requisition of at least three Members of a Committee or at least two Members of a Sub-Committee, delivered in writing to the proper officer.

(c) **Cancellation of Meetings** - In exceptional circumstances the proper officer may cancel or alter the time or location of any meeting.

3.2 Business

No business other than that specified in the summons to the meeting may be considered at a meeting of the full Council. However such issues may be considered by Committees and Sub-Committees if urgent in accordance with the Access to Information Rules.

It is not a requirement that the minutes of the previous meeting are approved at an extraordinary meeting.

At an Extraordinary meeting of the Council there may be a presentation of petitions and/or a question and answer session but all petitions, deputations or questions must relate to a matter to be discussed at that meeting.

Each committee sets its own agenda, through its Chairman and Vice-Chairman. Any Councillor may put an item on a ~~service~~ committee agenda for consideration, via the ~~Service~~ Committee Chairman and Democratic Services Team, subject to that matter being relevant to the Committee's terms of reference. The Chairman of a committee, after consulting the Vice Chairman, shall place the requested item on the next available committee agenda unless in the view of the Chairman, having consulted the legal team Head of Legal Partnership and Head of Finance and Resources and Democratic Services as necessary, the matter is defamatory, offensive or frivolous. The Councillor must attend the meeting, ~~and~~ speak on the item put forward and make clear what outcome s/he is seeking. The Councillor's report and background papers will be published with the agenda under the Access to Information Rules. Following receipt of the Councillor's report, the Committee will decide whether to take the matter further and request an officer's report on the item.

4. APPOINTMENT OF SUBSTITUTE MEMBERS OF COMMITTEES AND SUB-COMMITTEES

4.1 Allocation

As well as allocating seats on Committees, the Council will allocate seats for substitute Members in accordance with 4.2 below. As well as allocating seats on Sub-Committees, Committees will allocate seats in the same manner for Substitute Members.

4.2 Number

For each Committee, the Council will appoint up to six substitutes for each political group. For each Sub-Committee, Committees will appoint five substitutes for each political group.

No Councillor will be able to serve on the Planning and Licensing Committees without having agreed to undertake a minimum period of training on the policies, procedures, legislation and guidance relevant to the Committee as specified by the Committee. This training should be completed to an agreed level according to an agreed programme within an agreed time period set by the Committee and must be refreshed annually. If the specified training has not been completed by the due date, the Councillor will cease to be a Member/Substitute Member of the Committee until the training has been completed.

Other than the induction training delivered to all new Members and Substitute Members of the Audit, Governance and Standards Committee, the Committee will identify its training requirements through an annual assessment of skills and knowledge and Members will undertake training as required.

4.3 Powers and duties

Substitute Members will have all the powers and duties of any ordinary Member of the Committee but will not be able to exercise any special powers or duties exercisable by the person they are substituting.

4.4 **Substitution**

Substitute Members may attend meetings in that capacity only:

- (a) if the substitution is notified when the first item is called on the agenda;
- (b) if the full Member arrives after the substitution has been made, s/he will forthwith resume his/her membership of the Committee or Sub-Committee and the substitute Member will forthwith cease to be a Member of the Committee and have the rights of a visiting Member for the remainder of the meeting;
- (c) if the full Member leaves before the conclusion of the meeting a substitution can be made if it has been notified at the first item called on the Committee agenda.

5. **VISITING MEMBERS**

Any Councillor may attend any meeting of a Committee or Sub-Committee of which s/he is not a Member to speak on particular items provided s/he states his/her intention when the first item is called on each agenda, except for: the Employment Committee (and any of its panels or sub-committees); Licensing Committee/Sub-Committee hearings; the Hearings Sub-Committee of the Audit, Governance and Standards Committee (when it is considering allegations of misconduct); or any other panel hearing or appeal. Visiting Members speak after the officer introduction on an item, but before the general debate. Having spoken, the Councillor will not participate further unless the Chairman agrees, or it is on a motion that the Councillor moved at Council.

6. **TIME AND PLACE OF MEETINGS**

The time and place of meetings will be determined by the proper officer and notified in the summons.

7. **NOTICE OF AND SUMMONS TO MEETINGS**

The proper officer will give notice to the public of the time and place of any meeting in accordance with the Access to Information Rules. At least five clear working days before a meeting (or if a meeting of a Committee or Sub-Committee is called at shorter notice, as soon as the meeting is called), the proper officer will publish on the Council's website and send a summons signed by him/her electronically to every Member of the Council (or on request by post or by leaving it at their usual place of residence/other address). The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available. Where not all of the reports are available with the summons they will be posted on the

Council's website as soon as they become available and e-mailed or posted to Councillors.

8. CHAIRING THE MEETING

- (a) The Mayor or in his/her absence the Deputy Mayor will preside at meetings of the Council;
- (b) if both the Mayor and the Deputy Mayor are absent, the Councillors present at the meeting will choose another Councillor to preside.
- (c) any power or duty of the Mayor to conduct a meeting including exercising a second or casting vote, may be exercised by the Councillor presiding at the meeting;
- (d) if the Mayor or Deputy Mayor arrive after the start of the meeting the Councillor then presiding will vacate the chair and the Mayor or Deputy Mayor will take the chair.
- (e) The ruling of the Mayor as to the application of these rules shall be final unless challenged by a Councillor who gains the support of two thirds of those Councillors present and voting.

9. QUORUM

The quorum of a meeting will be one quarter of the whole number of Councillors provided that the quorum of a Committee is not less than four Councillors, other than the Urgency Committee which is not less than three Councillors, and the quorum of a Sub-Committee is not less than two Councillors (although some Panels and Sub-Committees may have a quorum of three). The quorum of the Cobtree Manor Estate Committee and the Queens Own Royal West Kent Regiment Committee shall be three Councillors.

10. DURATION OF MEETING

- (a) Each unfinished meeting will adjourn at 10.30 pm unless a majority of Councillors present vote to extend the meeting to 11.00 pm at which time the meeting will stand adjourned;
- (b) The time and date of the continuation of the adjourned meeting will be decided by a majority of those Councillors present, or if no decision is reached, by the proper officer in consultation with the Mayor and group leaders/political group spokesmen, and it should normally take place within 10 working days of the meeting.

11.

11-LOBBYING

For guidance on Lobbying, Councillors are referred to (5) "Lobbying of and by Councillors" in section 4.4 "Code of Conduct for Councillors and Officers"

Dealing with Planning Matters.” This section sets out the rules on lobbying as they apply to Councillors who sit on Planning Committee. However, the rules also apply to other committees.

11.12. PRESENTATION OF PETITIONS TO THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- (a) Subject to sub-paragraph (b) below all petitions received by the Council will be reported to the Council or to the appropriate Committee or Sub-Committee.
- (b) If so required by a signatory to a petition, it may be presented in person at meetings of the Council or a Committee or Sub-Committee, subject to compliance with the following procedure:-
 - (i) The wording of a petition to be presented to the Council or to a Committee or Sub-Committee must be given in writing to the proper officer at least two weeks before the day of the meeting. The Mayor or the Chairman may at his/her discretion waive this requirement. Ward Members will be notified of the wording of petitions when received;
 - (ii) Only petitions containing signatures of 100 persons living in the Borough will be eligible for submission to the Council or to a Committee or Sub-Committee but the Mayor or the Chairman may at his/her discretion waive this requirement;
 - (iii) If a petitioner has submitted a petition of at least 100 signatures (or less if agreed by the relevant Chairman) requesting a senior officer of the Council to attend, give evidence and provide information on activities for which they are responsible to that Committee, then that senior officer will attend (a senior officer is the Chief Executive, Director, or Head of Service).
 - (iv) Petitions must be presented to the proper officer at least one clear working day before the day of the meeting (i.e. two days) of the Council, Committee or Sub-Committee;
 - (v) Normally no more than three petitions may be presented per meeting, but the Mayor or the Chairman may relax this restriction;
 - (vi) Only one person may speak to a petition for a maximum of five minutes (or three minutes in the case of a petition to the Planning Committee). They should have signed the petition and be a supporter of the body submitting the petition. This may include someone acting for the petitioner in a professional capacity;
 - (vii) (a) At a Council meeting, at the conclusion of the speech of the presenter, at the discretion of the Mayor and only when a factual briefing note has been prepared by the Officers on the issues set out in the petition, a debate will take place on the petition for up to a period of twenty minutes (or if the petition has 1,500 signatures,

- (c) Petitions which are not to be presented in person at meetings of the Council, appropriate Committee, or Sub-Committee will be reported to that body.
- (d) Provision will be made for a facility to submit petitions electronically.

13. QUESTIONS BY MEMBERS OF THE PUBLIC

13.1 General

At ordinary meetings of the Council members of the public may ask questions of the Chairman of any Committee provided written notice has been given in advance as set out below.

This question and answer session will be limited to one hour. After the Chairman of any Committee has spoken, the Mayor will ask if any Group Leader/Representative present would also like to respond.

13.2 Order of questions

Questions will be asked of the relevant Chairman in the order that notice of them was received, except that the Mayor may group together similar questions.

13.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing (including by electronic mail) to the proper officer no later than close of the office one clear working day (ignoring the date of the meeting i.e. two days) before the day of the meeting. Each question must give the name and address of the questioner and must name the Councillor to whom it is to be put.

13.4 Number of questions

At any one meeting no person may submit more than one question.

13.5 Scope of questions

The proper officer may reject a question if in his/her opinion:

- (a) it is not about a matter for which the local authority has a responsibility or which affects the Borough;
- (b) it is defamatory, frivolous or offensive;
- (c) it requires the disclosure of confidential or exempt information (as described in the Access to Information Rules);
- (d) a member of the public seeking to ask a question has previously withdrawn questions on three consecutive occasions, any further question

(f) The form and content of reply to an original or a supplementary question will be at the discretion of the Councillor giving the reply, unless in respect of an original question a written request has been received specifying a specific form of reply or replies. S/he may decline to give a full or any reply if in his/her opinion to do so would involve an unreasonable amount of labour or cost.

(g) The question and answer session will be limited to half an hour.

15 PUBLIC SPEAKING AT COUNCIL AND COMMITTEES

Where the meeting is open to the public, a member of the public or a representative of an organisation may speak at the invitation of the Leader/Committee Chairman in respect of an item of the agenda. However notice of a request to speak must be given to Democratic Services by no later than 5pm one clear working day before the relevant meeting. Public speaking is subject to the following time limits:

†(a) The total time for speaking on an item on the agenda is 12 minutes; within that 12 minute period, each speaker has a maximum of 3 minutes;

(b) in addition to the 12 minutes, a Parish or Town Council representative may be allocated a maximum of 3 minutes each; where there are several speakers, they will be asked to appoint a spokesperson to represent all views;

(c) _____

When these times have expired, speakers will not be allowed to speak further unless asked by the Leader/Committee Chairman to clarify a point of fact.

16 INVITATION OF THIRD PARTIES TO COUNCIL AND COMMITTEE MEETINGS

16.1 An ordinary meeting of Council or a Committee may invite, through the Leader or Chairman, a third party to attend a meeting and speak and answer questions on a particular item on the agenda.

16.2 An item on the agenda of an ordinary meeting of Council/Committee may be deferred if Council or the Committee agrees that a third party contribution to the discussion is necessary.

16.17 MOTIONS ON NOTICE

16.17.1 Except for motions which can be moved without notice under Rule ~~18~~ **15**, written notice of every motion must be delivered to the proper officer not