

5. Additional Area Committee Procedure Rules

1. Committee Meetings – When and Where

- 1.1 **Where an Area Committee determines to conduct its business through formal meetings of the Committee it** will meet 4 times each year in accordance with a programme of meetings approved by Council at its Annual Meeting and at such venues as the Chairman shall determine. Additional meetings may be called in accordance with the Council Procedure Rules.

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1.2 Public or Private Meetings of the Cabinet

Members of the public and press may only be excluded either in accordance with the Access to Information Rules in Part 4 of this Constitution or Rule 21 of the Council Procedure Rules (Disturbance by the Public).

1.3 Quorum

The quorum for a meeting of an Area Committee will be at least one quarter of the membership (but in no case less than three Members).

1.4 How are decisions to be taken

(a) Voting on Executive Matters

In deciding an executive matter pursuant to Article 10.02 the Chairman shall determine whether the consensus of the meeting will be established by a show of hands of all those present at the meeting, following which the matter will be decided by simple majority of the Members voting by show of hands.

(b) Voting on Consultative Matters

When acting in a consultative or advisory capacity pursuant to Article 10.03 the consensus of the meeting will be established by show of hands of all those Members and public present at the meeting.

- (c) The Agenda for Area Committees will distinguish between those items which relate to non-executive functions (marked *) and those items relating to executive functions.

1.5 Public Question Time

All members of the public resident in the area covered by an Area Committee and all public, private and the voluntary organisations operating within the area may ask questions at any meeting of an Area Committee.

Rule 15 of the Council Procedure Rules will apply to such questions.

1.6 Inclusion of Items on Agendas

1. All members of the public resident in the area covered by an Area Committee and all public, private and voluntary organisations operating within the area shall be entitled to request the inclusion of an item relevant to the area to be included on the agenda for the next available meeting of the Committee.

Any request must be in writing delivered to the Chief Executive at least 21 days before the date of the meeting. Each notice must give the name and address of the person making the request, and, if the request is made on behalf of an organisation, the name and address of the organisation.

The Chairman shall determine the content of an agenda and also whether a requested item will be included on the agenda.

2. A request will be rejected by the Chairman in any event if it:

- Is not about a matter for which the Council has a responsibility or which does not relate to the area;
- Is defamatory, frivolous, vexatious or offensive;
- Requires the disclosure of confidential or exempt information;
- Relates to a matter in respect of which the Council is exercising a quasi-judicial role or where there is a statutory or local procedure for public consultation or appeal, including planning applications, traffic regulation orders, public rights of way applications and licensing applications
- Is, in substance, the repeat of a question asked in the previous six months.

3. A referral of an Area issue from a Scrutiny Committee shall be placed on the agenda of the Area Committee, providing that the request for a review is not amount to a request for a review of a Cabinet decision

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4. A Petition relating to the Area shall be placed on the agenda of the following Area Committee meeting.

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