

Subject to any resolution to the contrary, the Town Clerk shall be authorised to seal the document.

Committees and Sub-Committees

41. The Council may at the Annual Meeting establish standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:-
 - (a) shall not appoint any member of a committee so as to hold office later than the next Annual Meeting and
 - (b) may subject to the provisions of Standing Order 36 at any time dissolve or alter the membership of a committee.
42. The Council may appoint Members to Standing Committees at the Annual Meeting or at any other meeting of Council, should a vacancy or vacancies occur.
43. The Town Mayor and Deputy Town Mayor shall be members of every Committee.
44. Every committee shall at its first meeting before proceeding to any other business elect a Vice Chairman who shall hold office until the next Annual Meeting of the Council.
45. The Chairman of a Committee or the Town Mayor may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the

committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

46. Every committee may appoint sub-committees and working parties for purposes to be specified by the committee.
47. The Chairman and Vice Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.
48. Except where ordered by the Council in the case of a Committee, or by the Council or by the appropriate Committee in the case of a Sub-Committee, the quorum of a Committee or Sub-Committee shall be one third of its members or four Councillors whichever is the greater.
49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

Leaders & Deputy Leaders of Political Groups

50. (a) The names of those persons appointed as Leader and Deputy Leader by political groups shall be notified to the Town Clerk who should then report accordingly to the Town Council.
- (b) The leaders of political groups (or in their absence their respective deputies) shall be

entitled to attend any meetings, standing committees and sub-committees of the Town Council of which they are not a member and shall be entitled to propose motions at those meetings but not vote.

Voting In Committees

51. Members of committees and sub-committees shall vote by show of hands, or, if at least two members so request, by signed ballot.
52. Chairmen of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.

Presence of Non-Members of Committees at Committee Meetings

53. (a) A member who has proposed a resolution which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.
- (b) Any member of Council shall, unless the Council orders otherwise, be permitted to be present at a meeting of any Committee of which they are not a member, and be permitted to speak to particular items provided that prior notice of the request to speak is given and the committee approves the request.