



# Committee Membership

Date of adoption	Full Council 18 <sup>th</sup> March 2026, Minute number 26/03(427a)
Reviewed	
Next Review Date	As required
Reviewed By	Policy & Resources Committee 11 <sup>th</sup> February 2026

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## INTRODUCTION

This policy sets out the procedure for Councillors requesting to join, leave, or change committee membership during the Council year. This policy applies to all Councillors of the Council and to all Committees and Sub-Committees established by the Council.

At the Annual Meeting of the Council, held in May, the Council shall determine the constitution of its Committees and Sub-Committees and appoint Members to serve on those Committees.

In accordance with [Standing Orders](#), the Council may appoint standing committees or other committees as may be necessary, and shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.

## PROCEDURE

During the Council year, Councillors may request changes to their approved committee membership by submitting a written request to the Town Clerk.

Any such request shall be referred to the Council for decision and determined in accordance with Standing Orders and the following procedure:

1. A Councillor wishing to join, leave, or change a committee must notify the Town Clerk in writing. The request should include:
  - a. The name of the committee(s)
  - b. Whether the request is to join, resign, or transfer
  - c. The effective date (if time-specific)
2. Committee membership changes must be approved by formal resolution of the Council.

The resolution should clearly state:

- The Councillor's name
- The committee(s) affected
- The effective date of the change

Committee membership cannot be amended by officers.

3. Declaration of Interests, upon joining a new committee, the Councillor must:
  - Review and, if necessary, update their Register of Interests
  - Declare any relevant interests at the first meeting attended
4. Recording and Notification, once approved:
  - The committee membership list is updated
  - The Council's website and records are amended

- The Councillor and relevant committee Chair are notified

#### 5. Attendance and Voting

The Councillor may attend and vote on the committee only after the change has been formally approved and minuted.