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## Section 4C – General Matters

### 1 Inspection of Documents

- 1.1 In accordance with the provisions of Section 100 of the Local Government Act 1972, a Member may inspect or have a copy of any document which has been considered by the Council and any of the bodies referred to in the introduction to Section B of these Standing Orders subject only to any legal right to withhold them.
- 1.2 Members do not have the right to inspect or have copies of any document which contains information of a personal or confidential nature concerning a third party unless the Member can satisfy the Chief Executive that they have a “need to know”. The Chief Executive may refuse to allow inspection of any document which is, or in the event of legal proceedings would be, protected by privilege arising from the relationship of solicitor and client.

### 2 Monitoring Officer

- 2.1 The Council’s Monitoring Officer will be the ~~Assistant~~ Director of Legal and Governance.

### 3 Common Seal

- 3.1 The Common Seal of the Council will be kept in the custody of one of the authorised signatories referred to in paragraph 4.3.3 below.
- 3.2 The Common Seal of the Council will not be affixed to any document unless the sealing has been authorised by resolution of the Council, a person or body acting under delegated authority. A resolution authorising the acceptance of any tender, the purchase, sale, letting or taking of any property, the issue of any stock, the presentation of any petition, memorial or address, the making of any rate or contract or the doing of any other thing will be sufficient authority for sealing any document necessary to give effect to the resolution.
- 3.3 The fixing of the Common Seal to any document will be attested by either the Chief Executive, the Director Customer and Corporate Services or the ~~Assistant~~ Director of Legal and Governance or a Principal or Senior Solicitor authorised to do so by the Assistant

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Director ~~of Legal and~~ Governance. A record of every sealing of a document will be made and consecutively numbered in a book kept for the purpose and will be signed by a person who has attested the fixing of the Seal.

#### **4 Annual Return of Meetings and Attendances**

- 4.1 Each Municipal Year the ~~Assistant~~ Director ~~of Legal and~~ Governance will prepare a return showing the number of meetings of the Council, and the bodies referred to in the introduction to Section B of these Standing Orders, held during that year and the number of meetings attended by each Member of the Council. A copy of the return will be supplied to all Members of the Council and to the local press.

#### **5 Interests of Officers in Contracts**

- 5.1 Any notices given by an officer of the Council of a pecuniary interest in a contract is recorded by the Chief Executive or his/her representative in a register, which is open to inspection by any Member of the Council during normal office hours.

#### **6 Financial Regulations**

- 6.1 The financial regulations set out in the first Schedule to these Standing Orders form part of these Standing Orders and will apply to all financial transactions of the Council, Member bodies and officers.