

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may, at the discretion of the chairman of the meeting, make a verbal presentation to the meeting before any debate takes place. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct subject to the provision therein to make a presentation. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of the council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
3. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
4. an explanation as to why the dispensation is sought.

g Deleted.

h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:

1. **i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
2. **ii. granting the dispensation is in the interests of persons living in the council's area or**
3. **iii. it is otherwise appropriate to grant a dispensation.**