

# Outside Organisations Sub-Committee

## Agenda

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|---------------|---|
| <b>Date:</b>  | <b>Monday, 27th June, 2011</b>  |
| <b>Time:</b>  | <b>10.30 am</b>   |
| <b>Venue:</b> | <b>Municipal Executive Suite - Municipal Buildings, Earle Street,<br/>Crewe CW1 2BJ</b> |

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The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

### **PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT**

1. **Election of Chairman**

The Sub-Committee is invited to elect a Chairman to serve until the next annual meeting of Council.

2. **Apologies**

3. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda.

4. **Public Speaking Time/Open Session**

In accordance with Procedure Rules Nos.11 and 35 a period of 10 minutes is allocated for members of the public to address the Sub-Committee on any matter relevant to its work. Individual members of the public may speak for up to 5 minutes but the Chairman or person presiding will decide how the period of time allocated for public speaking will be apportioned where there are a number of speakers. Members of the public are not required to give notice to use this facility. However, as a matter of courtesy, a period of 24 hours' notice is encouraged.

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For requests for further information

**Contact:** Carol Jones

**Tel:** 01270 686471

**E-Mail:** carol.jones@cheshireeast.gov.uk with any apologies

Members of the public wishing to ask a question at the meeting should provide at least three clear working days' notice in writing and should include the question with that notice. This will enable an informed answer to be given.

5. **Minutes of the Previous Meeting** (Pages 1 - 4)

To approve as a correct record, the Minutes of the Meeting held on 20 April 2011.

6. **Role of the Sub-Committee** (Pages 5 - 6)

For the benefit of newer Members to the Constitution Committee, and in particular to the Sub-Committee, the attached report outlines the role of the Sub-Committee.

**Note: The information in respect of the National Executive of the Federation of Burial and Cremation Authorities was added on 24 June 2011, following publication of the agenda.**

7. **New Requests from Outside Organisations** (Pages 7 - 28)

The Sub-Committee is invited to consider the following new requests for representation.

- (1) Sandbach Town Plan Steering Group
- (2) National Executive of the Federation of Burial and Cremation Authorities

**CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Outside Organisations Sub-Committee**  
held on Wednesday, 20th April, 2011 in the East Committee Room - Municipal  
Buildings, Earle Street, Crewe, CW1 2BJ

**PRESENT**

Councillor S Jones (Chairman)

Councillors D Brickhill, R Cartlidge, J P Findlow, S Jones and P Whiteley

**OFFICER IN ATTENDANCE**

Carol Jones

Democratic Services Officer

**11 DEATH OF COUNCILLOR BETTY HOWELL**

Members expressed sadness and regret at the recent death of Councillor Betty Howell.

**12 DECLARATIONS OF INTEREST**

No declarations of interest were made.

**13 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the meeting held on 2 March 2011 be approved as a correct record.

**14 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no questions from members of the public and the Sub-Committee proceeded to its next item of business.

**15 APPOINTMENTS TO OUTSIDE ORGANISATIONS - 2011-2012**

The Sub-Committee considered a report and was invited to –

- Review the list of outside organisations;
- Note progress on the identification of Support Officers for each; and
- Note the arrangements for making appointments to outside bodies from May 2011.

It was agreed that the following action be taken/recommended to the Constitution Committee, as appropriate, in respect of the identified outside bodies.

| Ref  | Organisation | Action                                |
|------|--------------|---------------------------------------|
| 1-31 | 4 NW         | Establish if 4NW is still operational |

| Ref   | Organisation                          | Action   |
|-------|---------------------------------------|--|
| 2-45  | Amos Johnson Fund                     | Refer to the new Wilmslow Parish Council   |
| 4-101 | Astbury Mere Trust                    | Congleton Town Council   |
| 2-46  | Audlem Education Foundation           | Currently shown as one vacancy only, but further enquiries required.   |
| 3-102 | BAE Systems Woodford                  | Important to retain, notwithstanding that during the recent survey of Councillors it had been reported that it had ceased to exist.  |
| 1-5   | Business Link NW                      | Further enquiries to be made to enquire if still operational.  |
| 2-59  | Cheshire Landfill Tax Advisory Panel  | Reported to be moribund; further enquiries to be made.   |
| 1-35  | Cheshire Road Safety Partnership      | Although difficulties had been experienced with this organisation, all efforts were being made to ensure its continuation.   |
| 4-105 | Congleton Drill Hall Trust            | Refer to Congleton Town Council for appointment.   |
| 2-63  | Congleton Trust and Museum            |  |
| 4-108 | Crewe & Nantwich Twinning Association | Enquiries to be made regarding the grant of £5,000 made annually. Other twinning groups in the borough did not receive funding.<br>Subject to the outcome of enquiries, it may be appropriate to recommend discontinuation of the grant. |
| 3-107 | Crewe and Nantwich Sports Executive   | Councillor Cartlidge undertook to make enquiries of the current representative to establish if this organisation still met. He would report the outcome to Democratic Services.  |
| 2-65  | Dean Row Community Centre             | Refer to Wilmslow Parish Council for appointment.  |
| 3-132 | Evans Arts Trust                      | Refer to Wilmslow Parish Council for appointment.  |
| 2-62  | Fence Trust                           | The results of the survey had indicated that the Councillor appointed did not receive information about meetings.<br>Further enquiries to be made.   |

| Ref   | Organisation                                      | Action   |
|-------|---|--|
| 2-68  | Friends for Leisure Advisory Committee            | Suggested for deletion.  |
| 2-135 | Greater Manchester Integrated Transport Authority | The current representative attended as an observer at the request of the portfolio holder. Appointments not required by the organisation itself; suggest deletion from the schedule. |
| 2-70  | King's School, Macclesfield                       | Comments/questions made by Councillor J P Findlow as part of the survey, to be forwarded to the Head of Service requesting a response.   |
| 2-73  | Macclesfield Borough Economic Alliance            | To be deleted; ceased to exist.  |
| 4-115 | Middlewich & District Community Association       | Refer to Middlewich Town Council for appointment.  |
| 4-117 | Middlewich Community and Youth Project            | Refer to Middlewich Town Council for appointment.  |
| 2-88  | St John's Wood Millennium Community Centre        | Refer to Knutsford Town Council for appointment.   |
| 2-93  | Weaver Valley Partnership                         | Enquiries to be made regarding the re-constitution of this organisation.   |
| 4-128 | Wilmslow Aid Trust                                | Refer to Wilmslow Parish Council for appointment.  |
| 2-95  | Wilmslow Guild                                    | Refer to Wilmslow Parish Council for appointment.  |
| 3-129 | Wilmslow Trust                                    | Refer to Wilmslow Parish Council for appointment.  |

#### Officer Support

The Corporate Management Team had been asked to assist in the identification of named Officers for outside organisations. This information was awaited.

A Member commented that it was essential for Support Officers to be identified, preferably in advance of Members taking up their appointments to outside bodies.

#### Appointments from May 2011

Appointments to be made from May 2011 were discussed, following which it was agreed that the Constitution Committee be recommended to make arrangements in whatever way it considered to be the most expedient.

## Term of Office

The former Governance and Constitution Committee had agreed that wherever possible, the term of office for Members should be in accordance with the requirements of the organisation itself. This was to accommodate those organisations which had expressed a preference for Members to be appointed for longer than one year. It was suggested that appointments should be made for a 4-year period in the interests of continuity. Any casual vacancies would be addressed through the revised Casual Vacancies Procedure which the Constitution Committee had approved on 24 March 2011.

It was further suggested that the appointments which would take effect in the new municipal year should be made “until such time as representation is reviewed following the elections of the new Council in 2015”. This would avoid a hiatus between the appointment of committees at Annual Council and the consideration of appointments to outside bodies by the Constitution Committee. Members would, therefore, continue to be representatives on outside bodies until the re-appointments process in 2015.

## New Request – Fairtrade Steering Group

It was reported that the Fairtrade Steering Group had been established following a recent Notice of Motion submitted to Full Council. This Group included representation from the Council and various external partnership organisations. There was a requirement to appoint three elected Members to the group.

**RESOLVED:** (a) That the list, as amended at the meeting, be issued to Group Whips inviting nominations for places;

(b) That the Fairtrade Steering Group be added to the Category 2 list of outside organisations, with places for three elected Members;

(c) That the identification of Support Officers to each outside organisations be pursued;

(d) That the Constitution Committee be recommended to –

- make appointments to outside organisations from the new municipal year in the manner which it considered to be most expedient;
- make appointments until such time as representation is reviewed following the elections of the new Council in 2015.

The meeting commenced at 10.00 am and concluded at 11.15 am

Councillor S Jones (Chairman)

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## CHESHIRE EAST COUNCIL

### Outside Organisations Sub-Committee

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|                         |   |
|-------------------------|---|
| <b>Date of Meeting:</b> | 27 June 2011                                    |
| <b>Report of:</b>       | Democratic Services and Registration Manager    |
| <b>Subject/Title:</b>   | Role of the Outside Organisations Sub-Committee |

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#### 1.0 Report Summary

To inform the Sub-Committee of its role in respect of appointments to outside organisations.

#### 2.0 Recommendations

That the report be noted.

#### 3.0 Financial Implications

- 3.1 No issues can be identified as arising from the proposals contained in this report.

#### 4.0 Legal Implications

- 4.1 No issues can be identified as arising from the proposals contained in this report.

#### 5.0 Risk Management

- 5.1 No issues can be identified as arising from the proposals contained in this report.

#### 6.0 Background

- 6.1 During the shadow year, a Task Group was set up by the former Governance and Constitution Committee to devise a work programme and develop recommendations to deal with appointments to outside bodies and to implement best practice.
- 6.2 The Task Group comprised Councillor S Jones (who was elected Chairman of the Group and has continued to serve as Chairman through its transition to Sub-Committee status), Councillors R Cartledge, A Kolker and P Whiteley.
- 6.3 At its meeting held on 24 June 2010, the Governance and Constitution Committee established the Task Group as a standing Sub-Committee, with six Members appointed in accordance with the rules of proportionality.

- 6.4 At Annual Council on 18 May 2011, the Sub-Committee, comprising the following Members, was appointed –

Councillors G Baxendale, R Cartlidge, S Jones,  
D Marren, B Moran and B Murphy

- 6.5 The Terms of Reference for the Sub-Committee are as follows –

- (a) To meet on an *ad hoc* basis;
- (b) To comprise six Members on a proportionate basis (4 Conservative, 1 Liberal Democrat and 1 Labour)<sup>1</sup>;
- (c) To oversee appointments, in general, to outside organisations;
- (d) To oversee all appointments to Category 2 outside organisations and address any issues emerging in respect of those appointments;
- (e) To continue with its review of appointments to establish the effectiveness and appropriateness of representation<sup>2</sup>;
- (f) To consider all new requests from outside organisations for representation on outside bodies;
- (g) Arising out of the process under (e) above, to refer to Cabinet any organisation(s) deemed to be a Category 1; and
- (h) To report back to the Constitution Committee as and when it considers appropriate;

- 6.6 Other than matters to be considered elsewhere on this agenda, there is currently no work programme for the Sub-Committee.

## **7.0 Access to Information**

- 7.1 The background papers relating to this report can be inspected by contacting the report writer:

Name: Carol Jones  
Designation: Democratic Services Officer  
Tel No: 01270 686471  
Email: carol.jones@cheshireeast.gov.uk

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<sup>1</sup> On this occasion, agreement between the Whips was reached and the rules of political proportionality were not strictly observed.

<sup>2</sup> Although the partial review has concluded, the Sub-Committee may wish to undertake a further review during the course of the year.



## CHESHIRE EAST COUNCIL

### Outside Organisations Sub-Committee

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|                  |  |
|------------------|--|
| Date of meeting: | 27 June 2011                                 |
| Report of:       | Democratic Services and Registration Manager |
| Title:           | Outside Organisations – Various Matters      |

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#### **1.0 Report Summary**

The report invites the Sub-Committee to consider two requests for representation, in accordance with the approved criteria; provides an update on matters previously considered by the Sub-Committee; and for completeness, provides a list of appointments made by the Constitution Committee and Cabinet in June 2011.

#### **2.0 Recommendation**

- 2.1** There is no recommended decision. It is for the Sub-Committee to decide if the two organisations listed should be recommended for inclusion in the approved list of outside organisations to which the Council appoints.

#### **3.0 Reasons for a Decision**

- 3.1** It is important for Cheshire East Council to appoint Members to outside organisations to ensure that it continues to represent the interests of the Authority and the wider community.

#### **4.0 Wards Affected**

- 4.1** Not applicable.

#### **5.0 Local Ward Members**

- 5.1** Not applicable.

#### **6.0 Policy Implications**

- 6.1** None identified.

#### **7.0 Financial Implications**

- 7.1** None identified.

## **8.0 Legal Implications**

- 8.1 Whilst membership of outside bodies carries with it the potential for personal liability for elected Members undertaking such roles as ancillary to their status as a Councillor, particularly in respect of trusteeships, Cheshire East Borough Council has already resolved to put in place for elected Members the maximum indemnity which is allowed by law.

## **9.0 Risk Management**

No risks identified other than as referred to in paragraph 8.1 above.

## **10.0 Background**

- 10.1 The Sub-Committee is asked to consider adding Sandbach Town Plan Steering Group and the National Executive of the Federation of Burial and Cremation Authorities to the list of approved outside organisations.

The procedure to be adopted and the criteria to be taken into account are given below in paragraphs 10.4 and 10.5.

In summary, the Sub-Committee is asked to consider in each case –

- (a) if the outside organisation should be added to the list of approved organisations;
- (b) if “yes” to (a), to which category should it be added? (Category 1 – Cabinet appoints: Category 2 – the Constitution Committee appoints); and
- (c) if it is to be recommended as a Category 2, the Sub-Committee may wish to consider making a nomination.

### **10.2 Sandbach Town Plan Steering Group**

At the last Sub-Committee meeting, a request for representation on the Sandbach Town Plan Steering Group was considered and the matter was deferred for further enquiries.

The Chairman of the Steering Group has been asked for further information. At the time of preparation of this report, a response is awaited.

The Sub-Committee is asked to consider adding Sandbach Town Plan Steering Group to the approved list of outside bodies.

### 10.3 National Executive of the Federation of Burial and Cremation Authorities

Councillor David Marren has suggested that the Sub-Committee may wish to consider adding this organisation to the list of approved outside bodies.

The National Executive represents both local authorities and the private sector. Four of the 16 seats on the National Executive are held by private sector representatives.

If the Sub-Committee agrees to recommend the addition of the organisation to the approved list, a nomination would be submitted to the National Executive which would, in turn, vote on the nomination.

A copy of the constitution will be available at the meeting.

The Sub-Committee is asked to consider adding the National Executive of the Federation of Burial and Cremation Authorities to the approved list of outside bodies.

### 10.4 Procedure

The following procedure for considering new requests was approved by the Constitution Committee on 24 March 2011.

- (i) **All new requests for representation on an outside organisation are to be considered by the Sub-Committee which will apply the appointments criteria to decide whether or not the organisation should be added to the list of approved organisations.**
- (ii) **If the organisation is considered appropriate for inclusion, the Sub-Committee will then decide which category is the most appropriate, again by applying the approved criteria. (Category 1 comprises those organisations which are regarded as top level strategic bodies to which the Cabinet appoints and Category 2 comprises all other approved outside bodies to which the Constitution Committee appoints.)**
- (iii) **If the Sub-Committee determines that it should be a Category 1 organisation, the matter will be referred to the Cabinet which will (a) decide whether it wishes to add the organisation to the list of Category 1 organisations; (b) if so, determine the Council's representation on the organisation as appropriate; or (c) if not wishing to approve**

its inclusion, the matter will be referred back to the Constitution Committee to consider for inclusion as a Category 2, or for rejection.

- (iv) If the Sub-Committee determines that it should be a Category 2 organisation, the Sub-Committee will recommend the organisation's inclusion on the list of approved organisations and will submit nominations to the Constitution Committee.

#### 10.5 Criteria

The following are the approved criteria for consideration when adding organisations to the approved list and when making appointments to those organisations.

**(a) The Appointment is a Statutory Requirement**

There will be a limited number of bodies to which the Authority is required to appoint but “statutory requirement” should be included as a criterion. Examples include the Police Authority and Fire Authority.

**(b) Appointment Allows the Authority to Influence Policy at National or Regional Level**

This will apply to those organisations which give the Authority a voice at national or regional level and enables it to influence high-level policy decisions. Examples will include the Local Government Association and the North-West Employers Organisation.

**(c) Appointment Assists the Authority to Deliver its Strategic Objectives and Priorities**

This is a key part of any appointment system, where it can be demonstrated that the appointment will make a direct or significant contribution to the Authority's strategic objectives, in particular the Corporate Plan.

**(d) Appointment is to an Organisation which Receives Major Funding from the Authority or Provides Key Public Services**

Representation will ensure that the organisation uses its funding properly and develops in a way which the Authority considers appropriate.

Those organisations which provide key public services, for example Housing Trusts, are often created by a local authority which reserves the right to place Members on the organisation's Board.

**(e) Where an approved organisation is ward-specific, the Member appointed should be an appropriate Ward Member.**

In Wards where there is more than one Member, it will be for those Ward Members themselves to agree on the nomination. In the event of no agreement being reached, the Constitution Committee will make the decision.

**ii. Criteria for Declining to make Appointment**

In rare cases, it may not be appropriate to appoint to an outside organisation; for example, where there are significant cost or resource implications for the Authority when balanced against the benefits. These will be determined as and when the situation arises.

**iii. Issues for Consideration in Making Appointments**

In addition to adopting the approved criteria, the following should be taken into account -

○ **Political Proportionality**

When making appointments to outside organisations, there is no requirement to adopt the rules of proportionality, but there are some organisations where it is appropriate for the leading political group to take the places. These will, for the most part, be those organisations identified as Category 1.

Political proportionality is used as a starting point only by the Outside Organisations Sub-Committee to enable a fair distribution of places.

○ **Continuity/Members' Interests**

Continuity of representation can be important to outside organisations. Even where the organisation's constitution stipulates a term of office of 12 months only, the representative can build up expertise and experience which can be a loss to that organisation if a new representative is appointed after expiry of the term of office. For this reason, where possible, and provided the representative is willing to continue to serve, consideration should be given to re-appointing the same Member, if appropriate. This could depend on, for example, where elections may change the political balance or it may be appropriate to provide opportunities for newly-elected councillors to serve on organisations which reflect their interests.

Note: Following the elections in May 2011, all appointments are for the life of the Council.

## ○ **Potential Conflict**

Members will need to consider, when being appointed, that in taking up a formal position within an incorporated body - as director or trustee – the Member will be under a legal duty to act in the best interests of that outside body, notwithstanding the fact that he/she is there as a representative of the Authority. That duty will override a Member's duties to the Authority or the Council-tax payers it serves. It is also worth noting that where a matter is raised by the outside organisation relating to its relationship with the Authority, it is likely to give rise to a conflict of interest for the Member representative who will usually be required to absent him/herself from the meeting during the discussion. A dual-mandated role may therefore be problematic and out-weigh any perceived benefits for either the organisation or the Authority. In these circumstances, the Member may take the view that he/she should not take up the appointment. As this would apply to any councillor appointed in these circumstances, a review of representation, for that particular organisation, would need to be undertaken.

## 10.6 Approved Schedules of Appointments to Outside Organisations 2011-2015

For information, the approved list of appointments to outside organisations is attached. Members are reminded that, other than for casual vacancies, the appointments remain until after the elections in 2015.

## 11.0 **Access to Information**

The background reports can be inspected by contacting the report Author:

|                  |  |
|------------------|--|
| Contact Officer: | Carol Jones  |
| Designation:     | Democratic Services Officer  |
| Tel:             | 01270 686471   |
| E-mail:          | <a href="mailto:carol.jones@cheshireeast.gov.uk">carol.jones@cheshireeast.gov.uk</a> |

A member of the Federation of Burial and Cremation's Executive Board has the opportunity to:

- ❖ Influence Ministerial Policy decisions on matters relative to Bereavement eg The code of practice for provision of management of public graves in local authority cemeteries. The draft has been produced by the FBCA for consideration by the Ministry of Justice and members of the Executive Committee have contributed to the contents. This code is now being considered by Ministry of Justice and if agreed one of the recommendations would be to increase fees for interment in public graves by £50.00, this would have a positive impact on Cheshire East's income.
- ❖ At the present time the Executive are looking at the Guidance for the Development of Closed Churchyards. This will also have financial implications for Cheshire East, as it will determine what the minimum standards are (local authorities are legally required to maintain closed churchyards if requested to do so) prior to take over, and what the standards should be once take over has been completed.
- ❖ Coroner's Bill – Executive members have been heavily involved in this consultation and the new arrangements, and were the first to be informed that with the demise of the PCTs (who were originally expected to take over responsibility of death certification) it will now fall down to LA's – this again will have financial consequences for the local authority. As a member of the Executive Committee which will be involved in these arrangements, exactly what will be required and how much it is anticipated to cost, plus start date will be made known at a much earlier stage. This means that the Borough will have the benefit of advance knowledge and planning.
- ❖ Health and Safety issues surrounding Bereavement services are discussed at the Executive Committee and again advanced information can only be of benefit to our staff and visitors eg
  - Investigation of woollen coffins – they give off hydrogen cyanide when they reach 580 (which is also the flash point). Health and Safety Executive are carrying out risk assessments at the moment to determine if these gases are dangerous to our staff or if they are contained within the cremator. The Executive Committee are reviewing the way forward with the HSE. However until the risk has been investigated it is up to the LA if they wish to risk their staff being exposed to it and possible claim for damage to their health. This information is only privy to those on FBCA committees.
- ❖ Updated on the financial implications related to CAMEO (burden sharing scheme for mercury abatement). The discussions that Executive Committee have had have been instrumental in setting the fee for members to join and

also the environmental fee which CE levy to everyone who requests a cremation service. As a member would have an input in what the fee should be each year.

- ❖ Members are also made aware of any legal implications that may have an impact on an authority in advance eg
  - Public Liability Insurance for family arranged funerals. Discussions have taken place on this issue and also the possible implications for Local Authorities that may have gone unnoticed.
  - NAMM v Cardiff City Council for operating restrictive practices in only accepting BRAMM accredited members to fix memorials.



## REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Each year, Cheshire East Borough Council appoints representatives to serve on a variety of outside organisations.

**Category 1 Organisations** (These are top-level strategic or statutory organisations at national, regional and local level).

Appointments to these organisations are made by Cabinet.

| Member  | Organisation   |
|---|--|
| P Mason   | Beth Johnson Housing   |
| S Wilkinson   | Bridgewater Canal Trust  |
| D Brown   | Ches, Warr and Halton Info Consortium (formerly Ches Info Consortium)  |
| J Macrae<br>(Director)  | Marketing Cheshire (formerly Cheshire & Warrington Tourist Board)  |
| J Wray  | Cheshire and Wirral Partnership NHS Foundation Trust (Mental Health Services)                                |
| D Brickhill<br>R Fletcher<br>W Livesley<br>G Merry<br>M Simon<br>C Thorley<br>D Topping<br>M J Weatherill | Cheshire Fire Authority<br><br><br><br><br><br><br>Appointments made at Annual Council                       |
| Rhoda Bailey  | Cheshire Local Access Forum  |
| R West <sup>†</sup><br>D Thompson (non-Cllr)  | Cheshire Peaks and Plains Housing Trust  |
| To be advised   | Cheshire Police Authority<br><br>Appointments to be made by the Cheshire Police Appointments Joint Committee |
| J P Findlow<br>H Murray<br>P Nurse  | Cheshire Police Appointments Joint Committee   |
| G Baxendale<br>A Thwaite  | CONNEXIONS Cheshire and Warrington   |

| <b>Member</b>  | <b>Organisation</b>   |
|--|---|
| J P Findlow<br>B G Silvester                           | County Councils Network   |
| A Barratt<br>D Brown                                   | Dane Housing Trust  |
| B G Silvester  | Environment Agency (NW)<br>Regional Flood Defence Committee (North West)                |
| R Menlove<br>G Walton<br>K Edwards                     | Environment Agency Liaison Group  |
| W Fitzgerald   | EU STRUCTURAL FUNDS GOVERNANCE GROUP.<br>Programme Monitoring Regional Committee        |
| D Brown  | European Chemicals Regions Network  |
| J Macrae<br>B G Silvester                              | LGA - Rural Commission  |
| P Mason<br>H Davenport                                 | LGA - Urban Commission  |
| D Brown<br>R Domleo                                    | LOCAL GOV ASSOCIATION General Assembly  |
| D Neilson<br>D Stockton<br>G Walton<br>A Thwaite (Sub) | Manchester Airport Consultative Committee   |
| P Mason  | North West Employers Organisation   |
| H Davenport  | North-West Rail Campaign  |
| R A Bailey<br>J Macrae (Sub)                           | PATROL (Parking and Traffic Regulations Outside<br>London) Adjudication Joint Committee |
| P Raynes   | Peak District National Park Authority   |
| J Jackson<br>G Walton                                  | Peaks and Plains of Cheshire Tourism  |
| W Livesley<br>L Smetham<br>K Edwards                   | The Silk Heritage Trust   |

| Member                                     | Organisation                            |
|--|---|
| R Domleo<br>J Macrae<br>D Flude (non-Cllr) | Supporting People Strategic Partnership |
| H Davenport                                | West Coast Rail 250                     |
| L Gilbert<br>P Groves<br>M Grant           | Wulvern Housing (Crewe)                 |

<sup>†</sup> Appointment is subject to approval by Civic Sub-Committee

**Category 2 Organisations:** (These are appointments which were key to the demised authorities of Cheshire County Council and the Borough Councils of Congleton, Crewe and Nantwich, and Macclesfield)

Appointments to these organisations are made by the Constitution Committee.

| Member                              | Organisation  |
|-------------------------------------|---|
| D Newton                            | Alexandra Soccer & Community Association <b>TRUST</b>               |
| P K Butterill                       | Almshouse Charity of Sir Edmund Wright, Crewe & Others <b>TRUST</b> |
| S Jones                             | Alsager Education Foundation  |
| R Fletcher<br>D Hough<br>S Jones    | Alsager Leisure Centre Advisory User Panel                          |
| D Brown                             | Alsager Partnership   |
| J P Findlow                         | APSE – Association for Public Service Excellence                    |
| D Topping                           | Astbury Mere Trust  |
| R A Bailey                          | Audlem Education Foundation   |
| P Hoyland                           | BAE Systems Woodford Local Consultative Committee                   |
| J Wray<br>D Brown                   | Bent Farm Sand Quarry Liaison Committee                             |
| J Jackson<br>W Livesley<br>G Barton | Bollin Valley Steering Committee                                    |
| A Moran<br>I Faseyi (Dep)           | C & N Gymnastics & Community Activities Association                 |

| Member   | Organisation   |
|--|--|
| J P Findlow  | Charitable Trust for The Assets of The Former Over Alderley Primary School |
| G Walton<br>J Macrae   | Chelford Sand Quarry Liaison Group   |
| S Wilkinson  | Cheshire Agricultural Society  |
| D Flude  | Cheshire Association of Local Councils<br>County Training Partnership      |
| A Moran  | Cheshire Association of Local Councils<br>Quality Accreditation Panel      |
| S Jones  | Cheshire Association of Local Councils - Quality Forum                     |
| L Smetham  | Cheshire Association of Local Councils Executive Committee                 |
| C G Thorley<br>M A Martin<br>G Walton<br>P Raynes<br>S McGrory | Cheshire Brine Subsidence Compensation Board                               |
| J Jackson<br>L Jeuda   | Cheshire CAB North   |
| L Smetham  | Cheshire Community Action Exec Comm  |
| R Cartlidge<br>M Hardy   | Cheshire Community Council Playing Fields Assoc                            |
| D Hough<br>M Hardy   | Cheshire County Playing Fields Association                                 |
| A Thwaite<br>M A Martin  | Cheshire East CAB<br>Citizens' Advice Bureau                               |
| J Hammond  | Cheshire Landfill Tax Advisory Panel                                       |
| R Cartlidge  | Cheshire Landscape Trust   |
| D Flude  | Cheshire Local History Association   |
| P Whiteley<br>B Burkhill                                       | Colshaw Farm Estate Neighbourhood Management Board (Housing Assoc)         |
| L Roberts<br>1 vacancy   | Community Transport (Macclesfield)   |

| <b>Member</b>                        | <b>Organisation</b>  |
|--------------------------------------|--|
| R Domleo<br>A Thwaite<br>R Menlove   | Congleton Leisure Centre Advisory User Panel                                 |
| D Newton                             | Crewe & Nantwich Sports Council Executive Committee                          |
| C Thorley                            | Crewe & Nantwich Twinning Association  |
| J Wray<br>I Faseyi                   | Dial-a-Ride<br>Congleton, Crewe, Nantwich                                    |
| L Smetham<br>G Baxendale             | Eaton Hall Sand Quarry Liaison Group Congleton                               |
| S Jones<br>A Harewood<br>R A Bailey  | Fairtrade Steering Group   |
| G Boston                             | Fence Trust, Macclesfield  |
| D Brown<br>J Macrae                  | Groundwork Cheshire  |
| L Gilbert                            | Holmes Chapel Partnership  |
| J P Findlow<br>H Gaddum<br>D Neilson | King's School, Macclesfield  |
| O Hunter                             | Knutsford Education Foundation   |
| B Moran                              | Linden Bank Community Liaison Group  |
| G Barton                             | Lindow School Trust (Wilmslow)   |
| J Macrae                             | Macclesfield Chamber of Commerce and Business Link                           |
| H Davenport                          | Macclesfield College of Further Education                                    |
| A Moran                              | Malbank School Prize Fund and the Nantwich & Acton Grammar School Foundation |
| G Merry                              | Malkins Bank Golf Course Advisory User Group                                 |
| C G Thorley<br>J Hammond             | Maw Green Landfill Site Community Liaison Meeting                            |
| G Walton                             | Mere Farm Liaison Committee  |

| Member   | Organisation   |
|--|--|
| D Flude  | Mid-Cheshire Hospitals NHS Foundation Trust: (Leighton Hospital) |
| P Groves   | Nantwich Museum Trust  |
| D Flude  | North Regional Assoc for Sensory Support                         |
| G Walton   | Over Peover Educational Foundation                               |
| R Fletcher<br>H Davenport<br>1 vacancy           | Public Trans. Consortium (The)                                   |
| S Wilkinson                                      | Reaseheath College, Nantwich                                     |
| G Baxendale                                      | Reserve Forces and Cadets Assoc.                                 |
| G Merry  | Sandbach Park Steering Group                                     |
| B Moran  | Sandbach Partnership   |
| G Merry<br>B Moran                               | Sandbach School (Boys School)                                    |
| P Edwards  | Sir John Deane's College, Northwich                              |
| J Clowes<br>R Walker (non-Cllr)                  | Sir Thomas Delves Foundation, Wybunbury                          |
| J Macrae   | South Cheshire Chamber of Commerce & Industry                    |
| M Hardy  | Sports Cheshire Trust  |
| S Wilkinson<br>H Gaddum<br>S Jones               | Standing Advisory Council on Religious Education (SACRE)         |
| G Boston   | Stanley & Brocklehurst Almshouses Trust                          |
| H Davenport                                      | Transport Futures  |
| G Baxendale<br>J Hammond<br>P Edwards<br>P Nurse | Univ. Keele - Court  |
| J P Findlow                                      | University of Manchester – General Assembly                      |

| Member                | Organisation   |
|-----------------------|--|
| J Macrae              | Weaver Valley Partnership                                    |
| R Fletcher<br>D Hough | White Moss Sand Quarry Alsager Local Liaison Group           |
| J Clowes              | Wybunbury United Charities                                   |
| M Sherratt            | Youth Federation for Cheshire, Halton, Warrington and Wirral |

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**THE FEDERATION OF BURIAL  
AND CREMATION AUTHORITIES**

**CONSTITUTION**

THE FEDERATION, originally named the Federation of Cremation Authorities in Great Britain, was formed at a meeting held at the British Empire Exhibition, Wembley on 1st August 1924 and rules were adopted. These Rules as amended from time to time were entirely redrafted as the Constitution and adopted at the Fourteenth Annual Meeting held at Edinburgh on the 28th June 1938.

In 1949 a radical change in the membership of the Executive Committee occurred in consequence of the increasing influence of municipal authorities in the cremation movement. The Federation's quarterly journal "Resurgam" was first published in 1958 and continues to enjoy a wide circulation within the cremation movement both in the United Kingdom and overseas.

To improve the benefits of the Federation's members, a Technical Committee was established in the post war era. This Committee meets frequently to consider and advise on the design, construction and operation of crematoria and the development of crematorium equipment and apparatus. Standards of performance have been devised and informative publications produced, all of which are now published within 'A Guide to Cremation and Crematoria'. The work of the Technical Committee is extended on a personal basis by Technical Officers who assist operating and prospective Cremation Authorities with advice and guidance on local problems.

The first Joint Conference of Burial and Cremation Authorities was held in 1932 and, with the exception of the war years, it has been held annually attracting professionals and those concerned with the disposal of the dead and the many allied and sensitive matters associated with that service.

By 1968 it became necessary for an extensive revision of the Federation's Constitution to be considered so as to make it more suitable to the Federation's substantially increased membership and influence and the greater scope of its work in the Cremation Movement. The revised Constitution was adopted at the 44th Annual General Meeting held at Brighton on the 30th September of that year.

To reflect the progressively changing requirements of Member Authorities, the Constitution has been modified on a number of occasions to enable it to better respond to the needs of its membership. At the Annual General Meeting in Southport in 2003 it was agreed to introduce affiliate membership for organisations involved in the provision of services to Burial and Cremation Authorities leading, in 2006, to a further extensive review of the Federation's Constitution allowing, amongst other things, full membership of the Federation to Burial Authorities.

Nearly all crematoria in the United Kingdom are represented in the membership of the Federation whose authority on the subject of cremation has long been respected both nationally and internationally. Government Departments consult the Federation on matters affecting the law and practice of cremation which is now recognised as an essential part of public health services.

## CONSTITUTION

|                    |  |
|--------------------|--|
| <b>Name</b>        | 1. NAME OF THE FEDERATION<br><br>The name of the Federation is THE FEDERATION OF BURIAL AND CREMATION AUTHORITIES  |
| <b>Definitions</b> | 2. DEFINITIONS<br><br>In this Constitution the following words and phrases have the meaning ascribed to them in this Clause:<br><br>(a) "burial authority" (and its plural form) means a local authority (including a parish, town or community council or meeting) which is a burial authority and includes a joint committee or board constituted from a number of local authorities and shall also include any organisation which carries out the same functions as such local authorities.<br><br>(b) "cremation authority" (and its plural form) means a local authority as defined by Section 2 of the Cremation Act 1902 and any organisation which carries out the same functions as cremation authorities.<br><br>(c) "the service" means all aspects of, and services related to, the disposal of human remains by lawful means.<br><br>(d) "clause" means a numbered clause in the Constitution.  |
| <b>Objects</b>     | 3. OBJECTS<br><br>The objects for which the Federation is established are as follows:<br><br>(a) To promote and foster a high sense of the importance of the practice of burial and cremation of human remains and to encourage a high degree of efficiency and integrity amongst those engaged therein and ensure their mutual co-operation in all matters affecting this aspect of public service.<br><br>(b) To provide opportunities and facilities for the discussion of questions which may arise from time to time as to the establishment and functions of cemeteries and crematoria and matters related thereto.<br><br>(c) To prepare and circulate or otherwise publish informative literature concerning the procedure and practice of burial and cremation and generally on the subject.<br><br>(d) To provide training for those involved with the disposal of human remains in order to improve levels of competence and compliance with statutory requirements.<br><br>(e) To represent its members at Government level and through consultation influence Regulatory Authorities on matters affecting the law and practice relating to the disposal of human remains.<br><br>(f) To take such action as may be necessary or advisable to develop, promote and protect the common interests of the Members.<br><br>(g) To do all such lawful things, whether in co-operation with any other Organisation-British or International-or otherwise as are incidental or conducive to the attainment of the above objects or any of them. |

**Membership****4. MEMBERSHIP**

Membership of the Federation shall consist of three classes as follows:

- (a) MEMBERS, who shall be operating Burial and or Cremation Authorities, admitted upon application to and elected by the Executive Committee on payment of the subscription defined in Clause 12.
- (b) ASSOCIATE MEMBERS, that is to say, prospective Burial and or Cremation Authorities admitted to Associate Membership upon application to and election by the Executive Committee on payment of the subscription defined in Clause 12. Local Authorities which are members of Joint Boards or Joint Committees shall be eligible for Associate Membership until the Joint Board or Joint Committee commences to operate a cemetery or crematorium.
- (c) AFFILIATE MEMBERS, that is to say organisations which are involved in the provision of services to Burial and or Cremation Authorities, admitted upon application to and election by the Executive Committee at its discretion and on payment of the subscription defined in Clause 12.

Upon admission of a Burial and or Cremation Authority, Joint Board or Joint Committee to membership, the Member shall be issued with a Certificate of Membership under the hand of the President of the Federation and the Secretary. This Certificate shall remain the property of the Federation and shall be surrendered to the Federation upon the Burial and or Cremation Authority, Joint Board or Joint Committee ceasing to be a member of the Federation.

The election to, acceptance of and continuation of Membership of the Federation shall be deemed to be conditional upon adherence by each Member to the appropriate Code of Practice of the Federation. Membership may be terminated for infraction of requirements set out in the Constitution.

For the representation of Members and Associate or Affiliate Members at General Meetings each Member shall be entitled to appoint two representatives, and each Associate Member one representative.

**General Meetings****5. GENERAL MEETINGS**

A General Meeting of the Federation shall be comprised of the representatives appointed under Clause 4 hereof. A General Meeting shall be held once in each year to transact the ordinary business of the Federation and to elect the Executive Committee, and at such times as may be considered necessary by the Executive Committee, or on receipt of a requisition signed on behalf of at least one-third of the Members.

**Notice of Meetings****6. NOTICE OF MEETINGS**

Not less than twenty-eight days' notice of General Meetings shall be given by the Secretary to all Members.

**Executive Committee****7. THE EXECUTIVE COMMITTEE**

- (a) The Executive Committee shall conduct the business of the Federation and generally manage its affairs in accordance with this Constitution and subject to any directions that may be given by General Meetings. In conducting the business and management of the Federation, the functions of the Executive Committee shall include, but not be limited to, the following:
  - (i) to determine the policy of the Federation.
  - (ii) to set aims, objectives and parameters and approve a work programme for a forthcoming year.
  - (iii) to receive officer reports and monitor programmed achievements.
- (b) The Executive Committee shall at any time consist of not more than twenty persons made up as follows:
  - (i) Eighteen persons (hereinafter referred to as 'the appointed members of the Executive Committee') who shall be elected for a term of three years by and from the representatives appointed under Clause 4 hereof at the Annual General Meeting and of whom in normal course a majority shall be elected members of Municipal Burial and or Cremation Authorities or directors of Proprietary Companies;
  - (ii) One person being an elected member of a Municipal Burial and or Cremation Authority or director of a Proprietary Company (hereinafter referred to as 'the co-opted member of the Executive Committee') who may be co-opted at any time for a term of up to three years by the Executive Committee, who in doing so shall have regard to any need for representation from areas not otherwise adequately represented or in which special consideration is necessary;
  - (iii) One person being the representative of any Scottish Sub Committee appointed under Clause 14.
  - (iv) Not less than 70% of the Executive Committee shall be appointed to represent Cremation Authorities. The percentage amount shall represent the current trend in the choice of cremation over burial and shall be reviewed from time to time by the Executive Committee to take account of that trend.
- (c) A quorum shall consist of 5 members of the Executive Committee.
- (d) The appointed members of the Executive Committee shall assume office each year at the conclusion of the Annual General Meeting.
- (e) In normal circumstances the Executive Committee shall meet three times per annum to transact the business of the Federation and at such other times as may be necessary as determined by the President or in response to a request made from one third of the membership of the Committee.
- (f) Subject to the exceptions mentioned in Clause 10 (a) one-third or the number nearest one-third, of the appointed members of the Executive Committee shall retire annually. All members so retiring shall be eligible for re-election.

**Election of Executive Committee**

- (g) Any member of the Executive Committee who ceases to represent a Member of the Federation may retain office until the conclusion of the next Annual General Meeting when he will retire and will not be eligible for re-election or co-option.
- (h) The Executive Committee shall have the power to appoint such Sub-Committees as it considers necessary for the proper conduct of its business and may delegate to any Sub-Committee such of its powers and functions as it deems necessary for the proper conduct of business of the Sub-Committee.
- (i) Any member or representative of any member may attend meetings of the Executive Committee as an observer and, if so invited by the Chairman of the meeting, may speak on a matter under discussion but may not vote and if requested by The Chairman shall leave whilst the vote is taken. The Executive Committee may make a resolution during the course of any of its meetings that, due to the nature of the matter to be discussed, any part of the meeting shall be held in camera and any observers present shall be excluded from that part of the meeting.

**8. MODE OF ELECTION OF EXECUTIVE COMMITTEE**

- (a) Nomination for the re-election of a retiring member or the election of a representative as a member of the Executive Committee may be made in writing by any Member or Associate Member of the Federation, accompanied by the written consent of the nominee to serve if elected, and lodged with the Secretary not less than two calendar months before the date of the Annual General Meeting. Where the number of nominees and the retiring appointed members of the Executive Committee eligible for re-election exceeds the vacancies, then a list of the valid nominations shall be circulated with the agenda for the Annual General Meeting and the Secretary shall issue one numbered ballot paper for each full member. Ballot papers returned to the Secretary at least 7 days before the meeting shall be included in the count for the election. The count shall be conducted by the Chairperson and the Secretary, who shall report the result of the election to the Annual General Meeting. Where the number of nominees and the retiring appointed members of the Executive Committee eligible for re-election does not exceed the vacancies, they shall be declared duly elected by the Chairperson.
- (b) Only members of the Executive Committee, as defined in Clause 7 hereof, may attend meetings as voting members of the Committee, proxies or deputies not being permitted.
- (c) Casual vacancies among the appointed members of the Executive Committee may be filled by the Executive Committee and a person appointed to fill any such casual vacancy shall retire from the Committee at the same time as the person whose retirement, death or resignation has caused the vacancy would have been required to retire.
- (d) No Member of the Federation shall have more than one representative serving on the Executive Committee at any time whether as an appointed member or as a co-opted member of the Executive Committee except in respect of persons serving as Honorary Officers to the Federation.

**Voting**

**9. VOTING**

- (a) At General Meetings each representative of a Member and Associate Member appointed under Clause 4 hereof and present shall have one vote. At meetings of the Executive Committee each member present, as defined in Clause 7 hereof, shall have one vote.
- (b) At General meetings and at meetings of the Executive Committee the Chairperson of the meeting shall have the power to exercise a second or casting vote in the event of an equality in voting.
- (c) Where the Executive Committee deem it appropriate a postal ballot of the membership may be held. Each Member shall be entitled to two postal votes, and each Associate Member one postal vote.

**Officers**

**10. OFFICERS OF THE FEDERATION**

The principal Officers of the Federation shall be the President, the Deputy President, the Secretary, the Honorary Legal Adviser and the Honorary Editor.

The functions of these Officers and the conditions of their election or appointment shall be as follows:

- (a) The President, or in his absence the Deputy President, shall preside at all meetings of the Executive Committee and at General Meetings. In the absence of both of these Officers, the meeting shall elect a Chairman from amongst those present.  
The President and the Deputy President shall be elected by, and from the Executive Committee, and such elections shall be respectively the first and second business of the Executive Committee at its usual meeting immediately prior to the meeting of the Committee normally held on the morning of the Annual General Meeting. Each shall hold office from the conclusion of the Annual General Meeting or within 7 days of that time when a formal induction ceremony of the newly elected President and Deputy President will be held. Each shall be eligible for re-election as President or Deputy President, as the case may be, for a further year, provided that no person shall hold either of the offices of President or Deputy President for a consecutive period of more than three years. At the end of the third year in the office of President or Deputy President the person holding such office shall not be eligible for re-election to such office until the corresponding meeting of the Executive Committee in the next following calendar year.  
  
Neither the President nor the Deputy President shall be required while holding such offices to retire by rotation at Annual General Meetings.
- (b) The Secretary who shall be the Executive Officer of the Federation, shall keep the minutes, books, records and accounts of the Federation, shall conduct the affairs of the Federation under and in accordance with the instructions given to him from time to time by the Executive Committee. The Secretary shall be appointed by the Executive Committee on such terms and conditions as may be mutually agreed between them.
- (c) The Honorary Legal Adviser who shall be appointed by the Executive Committee shall advise the Federation on all legal matters.

- (d) The Honorary Editor who shall be appointed by the Executive Committee shall be responsible for editing the magazine of the Federation.
- (e) The Honorary Legal Adviser and the Honorary Editor shall both be ex officio members of the Executive Committee but shall not be permitted to vote.
- (f) The Executive Committee have the power to appoint such further Officers as may be deemed necessary or advisable.

## Finance

### 11. FINANCE

The administration and control of the funds of the Federation shall be vested in the Executive Committee who may invest or otherwise deal with the same on behalf of the Federation as they, in their discretion, may think fit. An account shall be opened in the name of the Federation with a Bank approved by the Executive Committee.

## Subscriptions

### 12. SUBSCRIPTIONS

The rates of annual subscription shall be as determined from time to time by the Executive Committee. Subscriptions shall be due on 1st January each year and, if any subscription is not paid within six months the membership may cease. The Executive Committee shall be empowered to determine rates for the re-admission of lapsed members

## Accounts and Audit

### 13. ACCOUNTS AND AUDIT

The Executive Committee shall cause true accounts to be kept of all receipts and payments, sales and purchases, and of the assets and liabilities of the Federation. At the Annual General Meeting the Executive Committee shall submit an Income and Expenditure Account and Balance Sheet, duly audited, showing the income and expenditure and the position of the assets and liabilities of the Federation for the preceding financial year ended on 31st December.

An Auditor or Auditors who shall be duly qualified as such shall be elected annually at the Annual General Meeting, and shall once in each financial year examine the Accounts and Balance Sheet of the Federation and certify as to the correctness or otherwise thereof.

The Auditor or Auditors shall not be Officers of the Federation, nor in the employ of any Member of the Federation.

## Scottish Sub-Committee

### 14. SCOTTISH SUB-COMMITTEE

The Executive Committee may appoint annually representatives of Scottish Members of the Federation (whether Members or Associate Members) to act as a Scottish Sub-Committee, each of such representatives having been nominated by a Scottish Member of the Federation. The Scottish Sub-Committee shall appoint annually one of its members who shall be in all respects a full member of the Executive Committee.

The Scottish Sub-Committee shall primarily concern themselves with the development of and problems connected with the disposal of the dead in Scotland, raise such funds from among its own members as may be necessary to carry out its functions and control its finances and keep proper books of accounts.

The Scottish Sub-Committee shall have power to make and amend Rules governing its constitution, powers, functions and operations generally, but such Rules or any amendments thereto shall not be binding or operative until they shall have been approved by the Executive Committee.

## Dissolution of the Federation

### 15. DISSOLUTION OF THE FEDERATION

A proposed resolution to dissolve the Federation must be considered by an Annual General Meeting or a Special General Meeting called for the purpose. Any such resolution must be passed by a majority of not less than three-fourths of those representatives appointed under Clause 4 hereof present and voting at the meeting called for the purpose.

Any requisition for a Special General Meeting for the above purpose, or any notice of intention to propose a resolution to dissolve, must be made in writing by not less than one-tenth of the Members of the Federation who shall be carrying out, either separately or in the aggregate not less than ten per cent of the total cremations carried out by the Members of the Federation in the preceding year. Six months' notice in writing shall be given of any such requisition or notice of the proposed resolution, and shall be lodged with the Secretary, who shall send intimation thereof to the Members, Associate and Affiliate Members not less than three months prior to the proposed date of holding the meeting.

In the event of the dissolution of the Federation, such funds or other assets as remain after discharge of the liabilities of the Federation, shall be returned to the Members, Associate and Affiliate Members who are on the register and whose subscriptions are not in arrear at the time of the confirmation of resolution to dissolve, in the proportions of the subscriptions paid by them in the financial year immediately preceding.

## Alteration of the Constitution

### 16. ALTERATION OF THE CONSTITUTION

The Constitution, by which Members, Associate and Affiliate Members shall be bound, shall not be repealed, altered, or added to, without the proposed repeal, alteration, or addition having been submitted to and considered by the Executive Committee who shall report their recommendations thereon to the next annual General Meeting, or a General Meeting specially convened for the purpose. The nature of the proposed repeal, alteration or addition must be indicated in the notice convening the meetings of the Executive Committee and the General Meeting respectively. Any repeal, alteration or addition to the Constitution to take effect must be passed by a majority of three-fourths of the representatives appointed under Clause 4 hereof present and voting at the General Meeting at which the proposal is considered.

## Circumstances not provided for

### 17. CIRCUMSTANCES NOT PROVIDED FOR

The Executive Committee or a General Meeting shall have power to deal with circumstances not provided for in this Constitution.

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