

## **Ethics Code**

Guidance for members when organising meetings on council business with external people.

When the Mayor is attending, or hosting an event in a Ward other than his own, he informs the relevant Ward Councillors, so they are aware, and if so wish, can attend.

If a Councillor is having a meeting including the Town Clerk, with an outside body, the other three ward Councillors must be informed, and invited, along with the FTC Chair.

If a Chair of a committee is having the same type of meeting, every member of that committee must be informed, and, if so wish, can attend.

When the Mayor is hosting a visitor at FTC office, he must, in his Mayor's Report, give relevant details.

If the Chair and Town Clerk meet, other than to discuss the agenda of the Council, there must be a third-party present, and notes of said meetings **MUST** be available.