



**West Devon
Borough
Council**

RECORD OF CHANGES

Revision/Edit Date	Approved by	Documents affected	Nature of change
01.02.2023	Monitoring Officer	Chapter 2 – Table 4	Addition of new paragraph 4.109A to clarify arrangements for sealing and for consistency with other provisions of the Constitution.
27.02.2023	Monitoring Officer	Chapter 2 – Table 5 – Conditions on exercise of delegated powers	Add new paragraph 5.20 “Sealing of Documents. The affixing of the Council’s seal to a document shall be witnessed by a single authorised officer.”
10.05.2023	Monitoring Officer	Chapter 3 – Council Procedure Rule 1.2(g)	Delete the words “the next post-election Annual Meeting, unless”. Error and needed to reflect section 9(7) of the Local Government Act 1972.
10.05.2023	Monitoring Officer	Chapter 5 – Financial Procedure Rules - Section 151 Officer’s guidance	In Table A5 delete the words “and submit it to the Executive (South Hams only) for approval”
		Chapter 3 – Council Procedure Rule 1.2(g)	Amend to read “elect the Leader who will hold office until the next Annual Meeting unless the Leader: (i) resigns from office; (ii) becomes incapacitated or dies;

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			(iii) ceases to be a councillor; (iv) is removed from office by resolution of the Council or (v) the Council elects a new Leader.” Reflects the legal position that all members retire together.