

APPENDIX 3**SECTION 4B: COMMITTEE RULES****ADOPTED VARIATIONS** (indicated in bold)

"10. Time and Place of Meetings

Meetings of Committees, sub committees and panels shall take place at the Civic Centre at 7.30 p.m. **(at 6.30 p.m. for meetings of the Strategic Planning Committee and of the Development Management Committee)**, or such other time as stated on the agenda for the meeting. Following consultation with the nominated Members, the Chair shall have the power to alter the venue, date and time if he/she believes it to be appropriate for the conduct of the business of the Committee, sub committee or panel."

"15. Duration of Meetings

15.1 Commencement and Closure

Meetings of Committees, sub committees and panels will commence at 7.30 p.m. **(6.30 p.m. for the Planning Committees – see Rule 10)**, or such other time as stated on the agenda, and close at 10.00 p.m., except as determined under Rule 15.2.

15.2 Varying the Closure Time

Meetings of Committees, sub committees or panels shall terminate in the manner set out in Rule 15.3 unless:

- (i) the business of the meeting has been completed before 10.00 p.m.; or
- (ii) by resolution passed before the closure time, the Committee, sub committee or panel resolves to extend the meeting beyond that time, in one of the following ways, which must be specified by resolution:
 - (a) to continue in the normal manner and complete the business remaining on the agenda; or
 - (b) to determine a later time by when the meeting must close and, if the business is not completed by that later time, resolve that it be then put to the vote without debate or deferred to another meeting, as appropriate.
 - (c) neither (a) nor (b) above shall be utilised in respect of meetings of the Strategic Planning Committee or of the Development Management Committee so as to extend these beyond a final closure time of 11.00 p.m.**

For the avoidance of doubt, a meeting may use the provisions within 15.2 (ii) (b) above more than once in any meeting, provided that the motion to extend the closure time is moved before the time for the closure of the meeting or before the end of the period by which the meeting has already been extended.

In considering whether (a) or (b) above are expedient, the Committee, sub committee or panel must have regard to not prejudicing third party rights or interests affected by the remaining business on the agenda."