

**SHREWSBURY TOWN COUNCIL
FULL COUNCIL
29 SEPTEMBER 2025**

Officer: Helen Ball (Town Clerk)

GRANTING OF DISPENSATIONS

Background

In accordance with the Council's Standing Orders, Council must make arrangements for the granting of dispensations to ensure the execution of council business.

Dispensations may be granted if having regard to all relevant circumstances any of the following apply:

1. 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;
2. Granting the dispensation is in the interests of persons living in the Council's area; or
3. It is otherwise appropriate to grant a dispensation.

The granting of dispensations has traditionally been a delegation of the Town Council Clerk with the procedures being ratified once an electoral term.

Recommendations

1. **That the Council notes the Report;**
2. **That the Town Clerk be granted delegated authority to grant dispensations in accordance with the protocol attached.**

SHREWSBURY TOWN COUNCIL
GRANTING OF DISPENSATIONS BY THE TOWN CLERK

1. Introduction:

- 1.1. The Town Clerk may grant a dispensation to a councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if she considers that:
 - 1.1.1. Without the dispensation, the number of members prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business
 - 1.1.2. Without the dispensation the representation of different political groups of the Council transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business
 - 1.1.3. Granting the dispensation is in the interests of persons living in the Council's area or
 - 1.1.4. It is otherwise appropriate to grant a dispensation.
- 1.2. When considering her decision the Town Clerk will take onto account the following factors:
 - 1.2.1. The nature of the councillor's interest, e.g. is it substantial or remote?
 - 1.2.2. The need to maintain public confidence in the conduct of the council's business
 - 1.2.3. The need for efficient and effective conduct of the council's business
 - 1.2.4. The councillor's particular expertise or knowledge in the matter that may be useful in its consideration (e.g. the councillor could be granted a dispensation to speak but not to vote)
 - 1.2.5. The interest is common to the councillor and a significant proportion of the inhabitants of the authority's area
 - 1.2.6. Any other relevant circumstances

2. Procedure:

- 2.1. Any councillor who wishes to apply for a dispensation must do so in writing. The Dispensation Request Form is attached to the procedure.
- 2.2. The written request must be made to the Town Clerk as soon as possible before the meeting at which the dispensation is required.
- 2.3. Dispensation applications should not be made at the council meeting at which the business itself is to be discussed unless the nature of the interest has only become apparent to the councillor at that meeting. Where a dispensation request is being considered by a meeting of the council, the councillor making the request may participate and vote on the business of whether to grant the dispensation.

3. Terms of Dispensations:

- 3.1. Dispensations may be granted:
 - 3.1.1. for one or more meetings of the council, or
 - 3.1.2. for a period not exceeding four years
- 3.2. In either case, the dispensation must specify the period for which it has effect.

4. Notification and Disclosure of Decision:

- 4.1. The Town Clerk will notify the councillor as soon as possible of the decision taken.
- 4.2. A sample dispensation decision notice is attached to this overleaf to this procedure
- 4.3. Any councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.
- 4.4. A copy of any dispensation granted will be forwarded to the Monitoring Officer of Shropshire Council and kept with the Register of Councillor's interests.

5 Review of these Procedures

These procedures shall be reviewed every four years and approved by the Council on the first meeting after the elections

Version	Date Approved	Next Review Date
Version 1	15.05.17	May 2021
Version 2	17.05.21	May 2025



SHREWSBURY TOWN COUNCIL

Councillor's Request for Dispensation to be granted by the Town Clerk

Councillors seeking dispensations under Section 33 of the Localism Act 2011 may do so using this Form

Councillor		
The matter for which dispensation is sought (refer to agenda item number, date of meeting etc if appropriate)		
Details of your interest in that matter		
Date of meeting or time period (up to 4 years) for which dispensation is sought		
Dispensation requested to: Participate, or participate further, in any discussion of that matter		Yes/No
Dispensation requested to: Participate in any vote, or further vote , taken on that matter		Yes/No
REASON(S) FOR DISPENSATION		
33(2)(a) without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business		Yes/No
33(2)(b) without the dispensation the representative from different political groups of the Council transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business		Yes/No
33(2)(c) the dispensation is in the interests of persons living in the council's area		Yes/No
33(2)(e) that it is otherwise appropriate to grant a dispensation		Yes/No

Details of reason why you are requesting a dispensation:		
Name:		
Signature:		
Date:		

DECISION:	
Dispensation given:	Yes / No / Refer to committee
Length of Dispensation:	
Date:	
Signed:	Town Clerk



SHREWSBURY TOWN COUNCIL

Dispensation Decision Notice

Date Dispensation Request Considered	
Name of Councillor Requesting Dispensation	
Dispensation Grants	Yes / No /Referred to Chair (given name of Committee)
Reasons for the Decisions (if granted, also specify on what ground decision was made, in, the dispensation is in the interests of persons living in the Town area)	
The business of the Council for which the dispensations is being given (if appropriate)	
Length of Dispensation	
Signed	
Date	

Councillors are reminded that once they have been granted a dispensation that they must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of this dispensation decision notice will be forwarded to the Monitoring Officer (Shropshire Council) and kept with the Register of Councillors interests.