

# **Town Councils (Governance) Rules 2017**

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**No. S 243**

## **TOWN COUNCILS ACT (CHAPTER 329A)**

### **TOWN COUNCILS (GOVERNANCE) RULES 2017**

In exercise of the powers conferred by section 57(1) of the Town Councils Act, the

Minister for National Development makes the following Rules:

### **Citation and commencement**

1. These Rules are the Town Councils (Governance) Rules 2017 and come into operation on 23 May 2017.

### **Definition**

2. In these Rules, “Form” means a form set out in the First Schedule and a form referred to by a number means the form so numbered in that Schedule.

### **Form of declaration of acceptance of office or appointment**

3. For the purposes of sections 9(11), 13(4), 14(10), 20(1B) and (4), and 31(5) of the Act, a declaration of acceptance of an office or an appointment of a Town Council, mentioned in the table below, must be in the form mentioned opposite in that table.

TABLE

	<i>Office or appointment</i>	<i>Form</i>
1.	Chairman	Form 1
2.	Vice-chairman	Form 2
3.	Elected member	Form 3
4.	Appointed member	Form 4
5.	Secretary	Form 5
6.	Relevant key officer	Form 6
7.	Committee member	Form 7

### **Form of register of interests**

4. For the purposes of section 15(2)(a) of the Act, the secretary to a Town Council must maintain and keep a register of interests, in the form set out in the Second Schedule, for each member of the Town Council who makes a disclosure of a conflict of interest.

### **Allowances payable to members**

5.—(1) Subject to paragraph (2), the monthly allowance payable to a chairman,

vice-chairman or any other member of a Town Council is an amount fixed by the Town Council.

(2) For the purposes of section 16(1) of the Act, the allowance paid to a chairman, vice-chairman or member of a Town Council managing a number of equivalent dwelling units specified in the Third Schedule must not exceed the amount specified in that Schedule for the office and opposite the number.

(3) For the purposes of paragraph (2), the number of equivalent dwelling units managed by a Town Council is ascertained by the formula  $A \times \text{number of units}$ , where  $A$  is —

- (a) 1 for residential property unit;
- (b) 2 for commercial property unit; and
- (c) 2 for market or food stall.

## Revocation

6. The Town Councils (Allowances for Chairman and Members) Rules (R 3) are revoked.

## FIRST SCHEDULE

Rule 2

### FORM 1

#### TOWN COUNCILS ACT (CHAPTER 329A)

#### DECLARATION OF ACCEPTANCE OF OFFICE OF CHAIRMAN OF TOWN COUNCIL

TOWN OF.....

To the Minister,

I, ..... of  
.....

- \*(a) who under section \*9(1)(a)/9(1)(b) of the Town Councils Act is chairman;
- \*(b) having been appointed under section \*9(3)/12(5) of the Town Councils Act to the office of chairman;
- \*(c) having been appointed under section 9(7) of the Town Councils Act to act as chairman,

of the Town Council declare that I accept the office.

Dated .....

Signature .....

This declaration was made in the presence of .....

Signature .....

\*Delete whichever is inapplicable.

FORM 2  
TOWN COUNCILS ACT  
(CHAPTER 329A)  
DECLARATION OF ACCEPTANCE OF OFFICE  
OF VICE-CHAIRMAN OF TOWN COUNCIL  
TOWN OF.....

To the Minister,

I, ..... of  
..... having been appointed  
under section \*9(5)/12(5) of the Town Councils Act to the office of vice-chairman of the Town Council  
declare that I accept the office.

Dated .....

Signature .....

This declaration was made in the presence of .....

Signature .....

\*Delete whichever is inapplicable.

FORM 3  
TOWN COUNCILS ACT  
(CHAPTER 329A)