

Appendix 1

Article 14 – Finance, Contracts and Legal Matters

14.05 Common Seal of the Council

(addition highlighted in yellow)

The Common Seal of the Council will be kept in a safe place in the custody of the Head of Legal and Democratic Services or Senior Solicitor. A decision of the Council, or of any part of it, will be sufficient authority for sealing any document necessary to give effect to the decision. The Common Seal will be affixed to those documents which in the opinion of the Head of Legal and Democratic Services should be sealed. The affixing of the Common Seal will be attested by any two persons from the group consisting of the Council's Solicitors, Fellows of the Chartered Institute of Legal Executives and Licensed Conveyancers or by one of that group and either the Chief Operating Officer or the Chief Executive and an entry of every sealing of a document shall be made in a book to be provided for the purpose and shall be signed by the person or persons who have attested the seal.