Annual Meeting of Hellesdon Parish Council

14th May 2024

Item 1. Election of Chairman of the Council and Declaration of Acceptance of Office

Under ss 15 and 34 of the Local Government Act 1972, the current Chairman of the Parish Council should Chair this item. It must also be the first agenda item of the Annual Meeting of the Parish Council.

Nominations for the position of Chairman will be taken at the meeting.

Item 2. Election of Vice Chairman of the Council

Nominations for the position of Vice Chairman will be taken at the meeting.

There is no legal requirement for a declaration of acceptance of office to be signed by the incoming vice chairman.

Item 3. Apologies and Acceptance for Absence

Under the Local Government Act 1972 Sch 12 para 40, apologies for absence should be tendered.

Interests Flowchart

The flowchart below gives a simple guide to declaring an interest under the code.

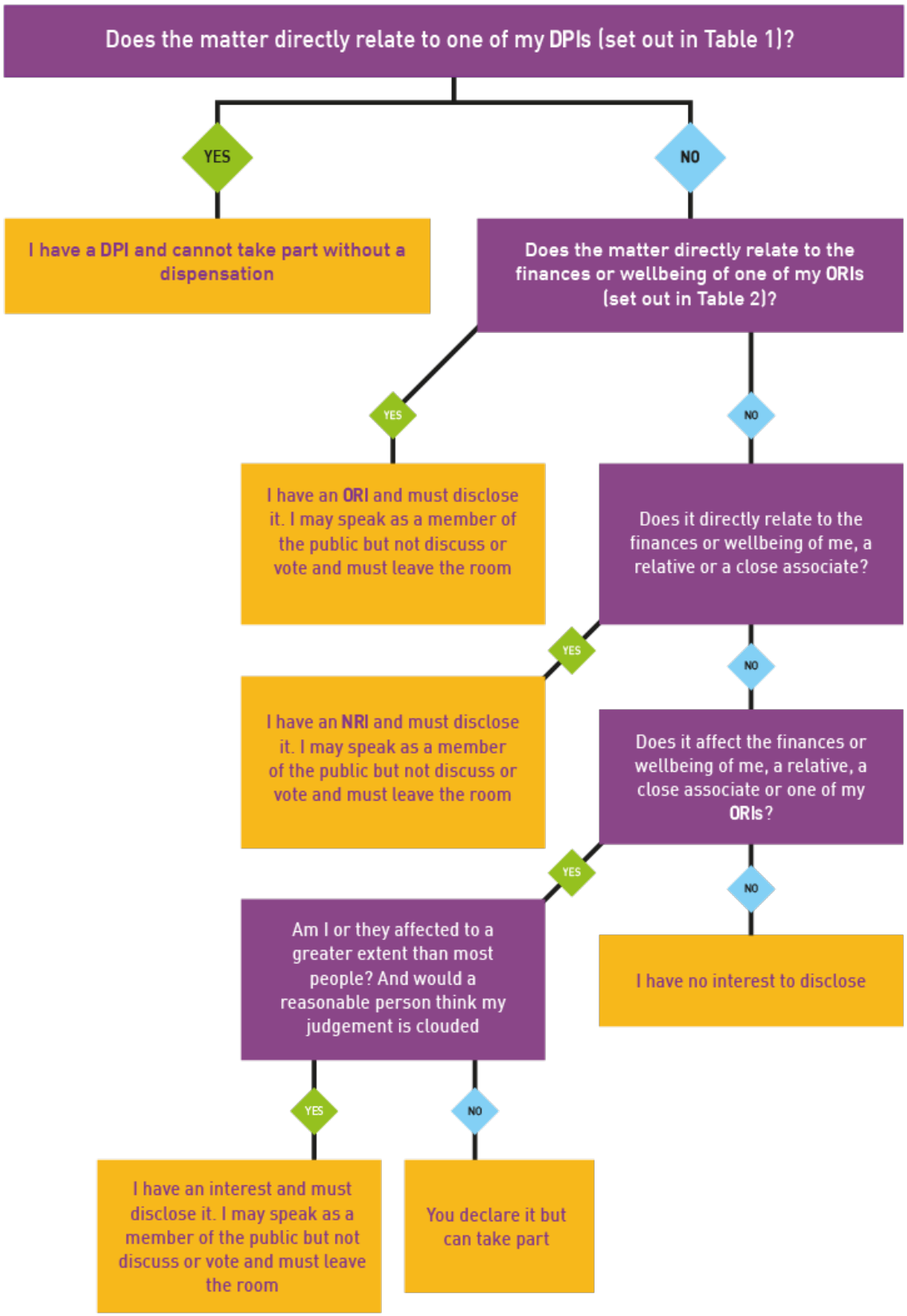

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) If the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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Item 5. Committee Membership

The current standing of committees are:

Planning: Cllrs Britton (C), Johnson (VC), Maidstone, Sear, Duckett and Holland

Community Centre: Cllrs Forder (C), Smith (VC), Gurney, Barker, Maidstone, Barker and Lowthorpe

Events: Cllrs Douglas (C), Gurney(VC), Forder, Johnson, Smith, Britcher and Sear

Playing Fields: Cllrs Maidstone (C), Fahy (VC), Barker, Gurney, Lowthorpe and Hicks

Staffing: Cllrs Douglass (C), Gurney (VC), Johnson, Britcher, Britton, Lock and Maidstone

Community Café: Cllrs Smith (C), Forder (VC), Hicks, Douglass, Gurney and Johnson

PP&R: Cllrs Gurney (C), Maidstone (VC), Britcher, Forder, Britton, Douglass and Smith

There is also a proposal to create an Environment Committee to support our Biodiversity Duty and wider environmental matters.

The existing terms of reference are appended for review, and is a proposed Terms of Reference for the Environment Committee, should it be agreed upon.

HELLESDON PARISH COUNCIL

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TERMS OF REFERENCE

PLANNING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Responsibilities specific to this committee:

Authority
The Planning Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to consider, comment and make decisions in respect of planning and licensing matters and to respond as appropriate to the responsible authority.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership will be made up of six councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum

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The committee quorum shall be no fewer than three members

Frequency of Meetings
The Committee will meet as required to consider planning applications in accordance with the timescales of the Local Planning Authority (inclusive of approved time extensions). The ordinary meetings to consider committee general items and standing items in accordance with set timetable.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To comment and make representation in respect of all planning applications pertaining to the parish of Hellesdon
2. To comment and make representation in respect of all licensing and gambling matters pertaining to the parish of Hellesdon.
3. To comment and make representation in respect of planning applications for parishes adjoining Hellesdon Parish, as so consulted.
4. To comment and make representation in respect of the governing documents of the Local Planning Authority or the Licensing Authority.
5. To make written representation or elect a member to attend any hearing the subject of an appeal.
6. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
7. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

Standing Items for Ordinary Meetings

First meeting –

- to set timetable of committee ordinary meetings

Second and subsequent meetings during the civic year to consider matters as received within the responsibility of the committee

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TERMS OF REFERENCE

HELLESDON COMMUNITY CENTRE COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Community Centre Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1. make decisions in respect of day to day running of the Community Centre subject to budget and expenditure limits.
2. to deal with pricing structure and hire charges
3. to set terms and conditions for hire of the facility
4. to set charges, terms and conditions for use by Council Community activities
5. to identify required improvements, developments and capital projects and make recommendations to Full Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

HELLESDON PARISH COUNCIL

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Membership
Membership will be made up of six councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and will publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of room hire and management of Hellesdon Community Centre.
2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
4. To advise the full council of the impact of proposals by owners or occupiers of land that may affect the hire of HCC.
5. To regularly monitor income and expenditure
6. To review and determine level of insurance required within the Council's insurance policy.
7. To make recommendations to the Council about the level of the room hire rates for hire within HCC.

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Standing Items for Ordinary Meetings

- **First meeting –**
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the Centre's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts

Third meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the second (July – September) financial quarter
- to review hire charges
- to review terms and conditions of hire
- to consider items for the committee budget for the following financial year

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year

Fourth meeting –

- to consider the financial statement summarising the Centre's receipts and payments for the third (October – December) financial quarter

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HELLESDON PARISH COUNCIL

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TERMS OF REFERENCE

EVENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision as appropriate.

Authority

The Events Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to arrange events as agreed by Full Council

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership

- Membership of the group should consist of seven parish councillors. All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.
- Members of the public may be appointed in an advisory non-voting capacity on an 'event by event' basis
- A Quorum of the group's meeting will consist of no fewer than three councillors.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

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Frequency of Meetings

To meet as required to arrange events as determined by the Parish Council

Record of Proceedings

A report will be provided of decisions and recommendations made by the working group to the next Full Council meeting.

Roles & Responsibilities

Role

To arrange events, and the full detail of events as dictated by full council and under the budgetary constraints as dictated by full council.

Responsibilities

1. To ensure the relevant risk assessments are in place for events.
2. To ensure the correct licenses and insurances are in place for events.
3. If required, to create a proposed site plan for the event.
4. If require, arrange for external first aid provision for the event.
5. If appropriate, to create a running order for the day.
6. To book appropriate entertainments for the event and ensure that they have the correct insurances and licenses in place. This should be kept within the correct budget for the event.
7. If appropriate, arrange for Broadland Council to be notified of the event, providing the authority with any information they so require.
8. If appropriate, arrange for the emergency services to be notified of the event, providing them with any information they so require.
9. To liaise with and book stall holders, ensuring that they have the appropriate licenses and insurances in place.
10. To agree the fees charged to stall holders for the relevant event.
11. To allocate roles for each event, advising full council of the staffing requirements for set up, during the event, and clearing away.
12. To arrange for marketing and promotion of the event, as the committee sees fit.

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TERMS OF REFERENCE

PLAYING FIELDS, AMENITIES & ALLOTMENTS COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority
The Playing Fields, Amenities & Allotments Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about council owned playing fields, play areas, parks and gardens, green and open space and allotment sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership of the committee will consist of six Councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

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Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the provision of allotments, sports & recreational facilities of the council.
2. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To manage a list of residents in the parish who are waiting for a tenancy of an allotment garden.
4. To lead on and approve quotes for all aspects of maintenance and ground works in accordance with adopted financial regulations
5. To manage use of the councils playing fields and parks by sports clubs to include the grant of a tenancy.
6. To advise the full council of the impact of proposals by owners or occupiers of land that may affect its allotments, sports and recreational facilities.
7. To make recommendations to the council about the level of the annual rents for allotments and other fees for use of sports and recreational facilities.
8. To review and recommend byelaws or such orders for the allotments, parks and playing fields.
9. To work in partnership with appropriate funding bodies to improve allotments, sports & recreational facilities.
10. To work in partnership with the police to alleviate anti-social behaviour and vandalism within the allotments, sports & recreational facilities
11. To maintain and update rules in relation to hiring of allotment, sports and recreational facilities

12. To appoint from its membership and in accordance with standing orders, panels or groups with a specification of the role and procedures, for liaising with outside bodies which have an interest with the council, currently
    - Allotment Liaison Group

Standing Items for Ordinary Meetings

First meeting –

- to appoint members to panels/groups in respect of matters the responsibility of the Committee as identified in delegated power 12
- to consider Roles & Procedures of Panels/Groups
- to set dates of committee ordinary meetings
- to consider the current report from the Allotment Liaison Group

Second meeting –

- to consider the current report from the Allotment Liaison Group
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the current report from the Allotment Liaison Group
- to consider hire rates for the forthcoming financial year for sports facilities and allotments
- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to consider the current report from the Allotment Liaison Group

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TERMS OF REFERENCE

STAFFING COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Staffing Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about all staffing matters subject to budget and expenditure limits. The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership will be made up of seven councillors. All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

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Quorum
The committee quorum shall be three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To establish and keep under review the staffing structure and to implement as appropriate any action as needed
2. To draft, implement, review, monitor and revise policies for staff
3. To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review
4. To oversee the recruitment and appointment of staff other than for the position of Clerk to the Council
5. To oversee any process leading to dismissal of staff (including redundancy)
6. To arrange execution of new employment contracts and changes to contracts
7. To establish and review performance management (including annual appraisals) and staff training programmes for staff
8. To keep under review staff working conditions and staff health & safety at work matters
9. To monitor and address regular or sustained staff absence
10. To consider the dismissal of an employee
11. To supervise and performance manage the Clerk to the Councils work, administer his/her leave requests and record and monitor his/her other absences

Standing Items for Ordinary Meetings

First meeting –

- to consider Procedures of Staffing Panels
- to set dates of committee ordinary meetings

Second meeting –

- to receive a report on the annual appraisal process
- to address capital projects as identified in the budget the responsibility of the committee

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Third meeting –

- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to review policies for staff and staffing related matters

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HELLESDON PARISH COUNCIL

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TERMS OF REFERENCE

HELLESDON COMMUNITY CAFE COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority
The Community Cafe Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1. keep a general oversight of the community cafe
2. make decisions in respect of the running of the Community Cafe subject to budget and expenditure limits.
3. report to the council staffing and equipment needs
4. to identify required improvements, developments and capital projects and make recommendations to Full Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

HELLESDON PARISH COUNCIL

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Membership
Membership will be made up of six councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and will publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers
1. To keep under review the service provision of the Community Cafe
2. To identify and submit to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To set agree menu and pricing structure
4. To regularly monitor income and expenditure of the community cafe

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HELLESDON PARISH COUNCIL

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Standing Items for Ordinary Meetings

- **First meeting –**
- to set dates of committee ordinary meetings
- to consider the financial statement summarising the café's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the café's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts

Third meeting –

- to consider the financial statement summarising the café's receipts and payments for the second (July – September) financial quarter
- to review pricing
- to consider items for the committee budget for the following financial year

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year

Fourth meeting –

- to consider the financial statement summarising the café's receipts and payments for the third (October – December) financial quarter

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TERMS OF REFERENCE

ENVIRONMENT COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling its annual budget
- To present and obtain approval for its annual budget from Full Council
- To monitor its functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which it is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED/AGREED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the Full Council for decision following approval of the Committee minutes.

Responsibilities specific to this committee:

Authority
The Environment Committee is constituted as a standing committee of the Full Council. It is appointed by and is solely responsible to Hellesdon Parish Council to make decisions about biodiversity and environmental impact on council owned sites upon delegation by the full council after land purchase or acquisition subject to budget and expenditure limits.

The Committee duties are defined and agreed by the Full Council which may resolve, at any time, to modify the Committee's powers.

Membership
Membership of the committee will consist of six Councillors.
All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum

The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers

1. To keep under review the Parish Council's policy on Trees and Biodiversity Duty.
2. To seek ways to improve the Parish Council's environmental impact.
3. To create and review a biodiversity action plan for areas in the control of the Parish Council
4. To work in partnership with local businesses, community groups and residents to improve the environment and biodiversity on private land and/or buildings which are outside the control of the Parish Council.
5. To work in partnership with other local authorities to improve the environment and biodiversity on public land and/or buildings which are outside the control of the Parish Council.
6. To promote methods of improvement of biodiversity and lessening environmental impact.
7. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
8. To work in partnership with appropriate funding bodies to improve biodiversity and lessen environmental impact.

Standing Items for Ordinary Meetings

First meeting –

- to review Parish Council policies on trees and biodiversity
- to set annual plan for the committee

Second meeting –

- to update on committee annual plan

- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the committee budget for recommendation to the Full Council for approval

Fourth meeting –

- to review current year budget to ensure all funds have been allocated.

HELLESDON PARISH COUNCIL
Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich NR6 5QB
Tel: 01603 301751 email: clerk@hellesdon-pc.gov.uk www.hellesdon-pc.gov.uk

TERMS OF REFERENCE

PROPERTY, POLICY & RESOURCES COMMITTEE

Responsibilities specific to all committees:

- To be responsible for compiling the committee annual budget
- To present and obtain approval for the committee annual budget from Full Council
- To monitor committee functions and expenditure
- To assess and budget for future maintenance, replacement or upgrading of items for which the committee is responsible
- To set dates for ordinary meetings
- If a particular item under discussion is within the Committee's delegated powers, the minutes will record the decision as **RESOLVED**. If not, then the minutes will record the decision as agreed to **RECOMMEND** and it will then be brought to the attention of the full council for decision following presentation of the Committee draft minutes.

Responsibilities specific to this committee:

Authority

The Property, Policy & Resources Committee is constituted as a standing committee of Hellesdon Parish Council. It is appointed by and is solely responsible to the Council to

1 make decisions in respect of council owned property held within Hellesdon and the parish on non parish council owned land (on H/Way land - grit bins etc)) subject to budget and expenditure limits.

2 to deal with financial policies

3 to advise and recommend to full council in respect of Council Operational Policies

4 to determine and deal with the general financial resources of the Council

The Committee duties are defined and agreed by the full council which may resolve, at any time, to modify the Committee's powers.

5 Responsibility for approving Section 106 and CIL payments for projects and assets with RECOMMENDATIONS to go to the Full Parish Council.

6 to review the replacement and upgrade of all IT equipment

Membership
The committee will be made up of 7 members of the council, the committee will be made up of 7 members of the council. These will include the Chairman of all committees, plus other appointed members to bring to membership to 7.

All other councillors will be substitutes for this committee, and will be called upon on a party basis by the member who cannot attend.

In addition to the nominated committee members, the Chairman of the Council is permitted to form part of the committee ex officio. If the Chairman is unable to attend in their ex officio capacity they may nominate the Vice Chairman as a substitute.

Quorum
The committee quorum shall be no fewer than three members.

Frequency of Meetings
The Committee will meet at least four times during each civic year and to publish these meetings in advance as ordinary meetings. The ordinary meetings to consider committee general items and standing items in accordance with set timetable. A further meeting will be held in December of each year to consider, for recommendation to Full Council, the budget and precept for the next financial year. Additional meetings will be set as required.

Record of Proceedings
Written minutes will be taken by the Clerk to the Council to record the Committee's decisions and recommendations and will be circulated to all Councillors for the next Full Council meeting.

Delegated Powers
1. To consider and put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
2. To lead on and approve quotes for all aspects of maintenance and replacement works the responsibility of the committee in accordance with adopted financial regulations
3. To consider all committees proposed annual budgets, concurrent funding and precept requirements and to prepare the annual budget for recommendation to the full council
4. To regularly monitor income and expenditure and to make any recommendations to the full council
5. To consider financial policies
6. To consider the Internal Control of the Council and to make recommendations to the full council
7. To deal with and control the general revenue financial resources as listed in Cost Centre 6 of the annual budget
8. To review and determine the Council's Insurance arrangements

9. To guide and advise on the Council's banking arrangements
10. To guide and advise the full council generally in respect of Operational Policies
11. To secure the implementation of any measures agreed by full council following the external auditor report
12. To ensure the proper management of all property owned by Hellesdon Parish Council
    - On parish council owned land
    - on non parish council owned land

    and to be responsible for the strategic and routine maintenance of such property
13. To be responsible for the Council's Financial Reserves Management
14. To consider and determine donations to organisations in line with the Council donation policy
15. To consider and determine all grant applications to organisations in line with the Council grants policy
16. To lead on Council projects relating to Hellesdon Parish Council owned property and approve works relating to this

Standing Items for Ordinary Meetings

First meeting –

- to set dates of committee ordinary meetings
- to consider the financial statement summarising the council's receipts and payments for the final (Jan – March) financial quarter and the year to date

Second meeting –

- to consider the financial statement summarising the council's receipts and payments for the first (April – June) financial quarter
- to consider previous financial year's budget allocations with actual amounts
- to address capital projects as identified in the budget the responsibility of the committee.

Third meeting –

- to consider the financial statement summarising the council's receipts and payments for the second (July – September) financial quarter
- to consider the committee budget for recommendation to the Full Council for approval

Budget meeting –

- to consider, for recommendation to Full Council, the budget and precept for the next financial year
- to review the Financial Reserve Management of the council for recommendation to the Full Council.

Fourth meeting –

- to consider the financial statement summarising the council's receipts and payments for the third (October – December) financial quarter
- to consider the Statement of Internal Control and review of its effectiveness for recommendation to the Full Council

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Annual Meeting of Hellesdon Parish Council

14th May 2024

Item 6. Local Bodies and Groups

The current positions are:

Norwich Airport Consultative Committee: Cllr Sear

Safer Neighbourhood Action Group: Cllr Forder

Western Link Project: Cllr Britcher

Norfolk ALC: Cllr Gurney

Armed Forces: Cllr Barker

Nominations will be taken at the meeting

HELLESDON PARISH COUNCIL – STANDING ORDERS 2024

BASED UPON MODEL STANDING ORDERS 2018 FOR ENGLAND (REVISED 2020)

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Standing orders that are in bold type contain legal and statutory requirements. Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

Reviewed and Adopted by Hellesdon Parish Council: May 2024

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1. Rules of Debate at Meetings

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

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ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly Conduct at Meetings

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the

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meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings
Committee meetings
Sub-committee meetings

a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Time will be designated for members of the public to speak.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes, unless permission given by the chairman.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may

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direct that a written or oral response be given.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show**

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of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2.5 hours.

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4. Committees and Sub-committees

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

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xii. may dissolve a committee or a sub-committee.

5. Ordinary Council Meetings

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.** Ordinary meetings of the Parish Council should be held on the 2nd Tuesday of each month, commencing at 7pm

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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6. Extraordinary meetings of the council, committees and sub-committees

a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous Resolutions

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on Appointments

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that do not Require Written Notice

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. Management of Information

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

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a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chairman of this meeting does not believe that the minutes of the meeting of the [council / committee] held on [date] in respect of [item/description] were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of Conduct and Dispensations

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the

meeting after it has considered the matter in which he had the interest.

d **Dispensation Requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. 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;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. Code of Conduct Complaints

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the

Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper Officer

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).** This will also be uploaded to the council's website.

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors.** Minutes will also be uploaded to the parish council's website**;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. act as the Council's Data Protection Officer (unless otherwise delegated);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

16. Responsible Financial Officer

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accounting Statements

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

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i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up;

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

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e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £213,477 for a public service or supply contract or in excess of £5,336,937 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £426,955 for a supply, services or design contract; or in excess of £5,336,937 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling Staff Matters

a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of council and the chairman of the Staffing Committee of absence occasioned by illness or other reason.

c The chairman of the Staffing Committee or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Staffing Committee or in his absence, the vice-chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Staffing Committee this shall be communicated to another member of the Staffing committee, which shall be reported back and progressed by resolution of the Staffing Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. Responsibilities Under Data Protection Legislation

Below is not an exclusive list. See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. Relations with the Press/Media

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. Communicating with District and County or Unitary Councillors

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on Councillor Activities

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. Standing Orders Generally

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
2) Bold text indicates legal requirements, which a council cannot change or suspend.
3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
5) Specific areas that may need adapting:
    a) In 1.5 – is the Clerk the RFO?
    b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
    c) In section 4, does the council have committees and how many years are forecast?
    d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
    e) In 5.9, are online prices acceptable evidence?
    f) In 5.13, 5.15 and 5.17, does the council have committees?
    g) In 5.16, will a councillor ever be instructed to place an order?
    h) In 5.20, is there a minimum level for official orders?
    i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
    j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
    k) Section 10 gives two alternatives, with or without petty cash.
    l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
    m) 13.7 and 13.8 are removable if they don't apply to the council.

n) Much of Section 16 can be deleted if not applicable.

o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?

6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.

   a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.

   b) In Section 4, the council needs to determine the timescale for its budget setting.

7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.

8) Key limits to set:

   a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.

   b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?

   c) In 5.9, at what level can smaller purchases be made without competition?

   d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?

   e) In 5.18, how much can the clerk commit to spending in an emergency?

   f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?

   g) In Section 9, what are the limits for card payments?

   h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?

9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.

10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.

11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.

12) Please ensure that the latest approved version is published on the council’s website.

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[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- ~~authorise any grant or single commitment in excess of [£5,000]; and~~

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~[with the RFO]~~ shall prepare, for approval by the council or relevant committee, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~[with the RFO]~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council or relevant committee.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council ~~{Finance Committee}.~~

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/~~budget (Wales)~~] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the ~~council~~ Staffing Committee] at least annually ~~in [October]~~ for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the ~~Council or relevant~~ Staffing committee]. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than [~~month~~ November] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a ~~forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.~~ forecast report on predicted lifespan of assets for the next three financial years

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee ~~(if any)~~ shall review its draft budget and submit any proposed amendments to the ~~council {finance~~ PP&R committee} not later than the end of [November] each year.

4.6. The draft budget with any committee proposals and ~~[three-year]}~~ forecast reports, including any recommendations for the use or accumulation of reserves, shall be considered by the ~~finance~~ PP&R committee and a recommendation made to the council.

4.7. Having considered the proposed budget and ~~[three-year]~~ forecast reports, the council shall determine its council tax ~~(England)/budget (Wales)]~~ requirement by setting a budget. The council shall set a precept for this amount no later than the end of ~~January~~ February for the ensuing financial year.

4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}.~~

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, ~~should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes~~. [The General Power of Competence is always the power of first resort]

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed [~~£60,000~~ £25,000] ~~including~~ excluding VAT, the Clerk shall seek formal tenders from at least [three] suppliers ~~agreed by [the council]}~~ ~~OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}.~~ If three suppliers are unable to tender, then and advertisement for an open tender should be placed. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than [£3,000] excluding VAT the Clerk [~~or RFO~~] shall seek at least [3] fixed-price quotes;

5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, [~~the clerk~~ all officers] shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Cler, under delegated authority, for any items below [£500] excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee} for any items below [above £500 and below £2,000] excluding VAT.

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [above £2,000 and below £5,000] excluding VAT}
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over [£5,000];

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official purchase order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of purchase orders shall be retained in accordance with the councils retention policy, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with ~~[name bank~~ Barclays Bank]. The arrangements shall be reviewed [annually] for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. With dual authorisation, at least one signatory should be a member of council Even where a purchase has been authorised, the

payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. ~~All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.~~ [We also use credit card, DD, SO and petty cash]

~~6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.~~

~~6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}~~

~~6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.~~

6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:

i. {any payments of up to [£500] excluding VAT, within an agreed budget}.

ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ~~{or finance committee}.~~

~~iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].~~

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {~~or~~

~~finance committee}.~~ The council ~~{or committee}~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [2] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Deputy Clerk will also be authorised signatories. At least one member who is an authorised signatory should be involved in the approval process and no signatory should be involved in approving any payment to themselves.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent ~~[by email]~~ to [two] authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two ~~[councillors who are]~~ authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system, at least one of these authorised signatories should be a member of the council.

7.7. Evidence shall be retained showing which members approved the payment online ~~{and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.~~

7.8. A full list of all payments made in a month shall be provided to the next [council] meeting ~~{and appended to the minutes}~~.

7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories, one of which being a member of the council], evidence is retained and any payments are

reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two authorised signatories, at least one being a member of the council], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk and Deputy Clerk ~~[the RFO] [a member~~]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. ~~Data held should be checked with suppliers every [two years].~~

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two authorised signatories, at least one being a member of the council].

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

~~8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.~~

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

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9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Deputy Clerk and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£25] including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. All cash received must be banked intact. The exception to banking money intact would be income for the Friday Friends Group. Income from Friday Friends, whilst the group is run as a Parish Council activity, may be used to facilitate future group activities. At the end of each month, a statement of income and expenditure should be passed to the RFO for accounting purposes. Any amount held in excess of the Parish Council's insurance liabilities must be passed to the RFO for banking.

10.2. The RFO shall maintain a petty cash of up to [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

10.3. The café shall have a cash float of £100

10.4. The bar shall have a cash float of up to £300, which will be banked after every event

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing Committee.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the Clerk] to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/~~Welsh Assembly Government~~] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted form the software by the due date. ~~OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

~~13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}~~

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section] shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification ~~to [the RFO]~~ of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers ~~{in consultation with the Clerk}.~~

~~17.4.~~ All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined ~~[annually]~~ by the council, or duly delegated ~~committee.~~

~~**18. [Charities]**~~

~~18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]~~

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the

suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [~~insert reference of the council's relevant standing order~~ 18] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

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Local Government Association
Model Councillor Code of Conduct 2020

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Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit- for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

For the purposes of this Code of Conduct, a "councillor" means a member or co-opted member of a local authority or a directly elected mayor. A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;
b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring

Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least

two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- **a. given to me in confidence by anyone**
- **b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - **i. I have received the consent of a person authorised to give it;**
  - **ii. I am required by law to do so;**
  - **iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - **iv. the disclosure is:**
    1. **reasonable and in the public interest; and**
    2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
    3. **I have consulted the Parish Clerk, who may in turn contact the Monitoring Officer, prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

a. act in accordance with the local authority's requirements; and

b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport

- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons

who may apply to the local authority for any permission, licence or other significant advantage.

10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

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Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

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Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1** (**Disclosable Pecuniary Interests**) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2** (**Other Registerable Interests**).

"**Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

7. Where a matter arises at a meeting which ***affects*** –
    a. your own financial interest or well-being;
    b. a financial interest or well-being of a relative or close associate; or
    c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

    you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above***) affects*** the financial interest or well-being:
    a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
    b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

    You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

    If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

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Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

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Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

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* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

a) any unpaid directorships

b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority

c) any body
(i) exercising functions of a public nature
(ii) directed to charitable purposes or
(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on Local Government Ethical Standards. If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and

neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

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HELLESDON PARISH COUNCIL

Scheme of Delegation

1. Introduction

- This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer to act with delegated authority in the specific circumstances detailed. It also sets out those matters reserved to Full Council for decision.

2. Matters Reserved for Council

The following matters are reserved to the Council for decision:

- Elect a Chairman and Vice Chairman, and appoint councillors to Committees and Working Groups and outside organisations.
- The Co-option of a member to fill a Casual Vacancy.
- The Approval of the Council's Annual Budget and Precept
- The Approval of the Council's Statement of Internal Control.
- Borrowing money
- Approval of the Council's Annual Accounts and completion of the Annual Governance Statement.
- Appointment of the Internal Auditor and Consideration of Internal Audit Reports.
- The Consideration of the External Auditor's Report.
- Making, amending, revoking or waiving Standing Orders, Financial Regulations, policies or this Scheme of Delegation.
- The Approval of the Council's Code of Conduct
- Set up, amend or disband any Committees, Sub-Committees, Advisory Groups or Working Groups
- Making, amending or revoking by-laws
- Making of Orders under any statutory powers
- Strategic decision making on matters of principle
- Approval and review of matters of policy relating to administration, facilities, risk, and corporate management
- Any proposed new undertakings / function / contracts of the Council
- Approval of payment of the monthly schedule of accounts
- Consideration and approval of grants and donations
- The Incurring of Expenditure not in the Budget or above Committee Budgetary Provision.
- Consideration of requests for expenditure outside of the Council's approved budget
- Receive and respond to complaints as set out within the Complaints Policy
- All strategic matters relating to staff including contractual arrangements, salary scales for positions, conditions of service, and staffing structure
- Appointment of the Parish Clerk and other employees
- Hear any grievance, disciplinary and/or capability matters in accordance with the Council's agreed procedures, including any appeals as required.
- Resolution to make the Council Eligible to Exercise the General Power of Competence.
- Consider statutory demands from electors e.g. allotments, parish polls

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- All other matters which must, by law, be reserved to the Full Council

3. Matters Reserved for Planning Committee

- Responding to consultations both national and local, including those dealing with planning matters

4. Proper Officer

Delegated actions of the Parish Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and the Scheme of Delegation and in line with directions given by the Council from time to time.

The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised by law to:

- Receive Declarations of Acceptance of Office
- Receive and record notices disclosing pecuniary interests
- Receive plans and documents
- Sign notices and other documents on behalf of the Council
- Receive copies of by-laws made by a Primary Local Authority
- Certify copies of by-laws made by the Council
- Sign summons to attend meetings of the Council
- Authorisation to call any extra meetings of the Council or any Committees as necessary, having consulted with the appropriate Chairman

In addition, the Proper Officer has the delegated authority to undertake the following matters on behalf of the Council:

- Undertake the duties of the "Head of Paid Service".
- Implement national pay awards and conditions of service, together with any contractual pay awards unless directed otherwise by Council.
- Engage temporary staff as required, in the event of long-term unavailability of an existing member of staff, until such time as other arrangements can be put in place as directed by Council as outlined in the appropriate Financial Risk Assessment
- Day to day administration of services, together with routine inspection and control
- Day to day supervision and management of all staff employed by the Council
- Authorisation to respond immediately to correspondence in all forms (including on social media) requiring or requesting information, or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council.
- Authorisation to agree the Council's Agenda for publication within the statutory timeframes, in consultation with the Chairman of the Council.
- Act on behalf of the Council in an urgent situation and report back to the Council as soon as practical
- Approve emergency expenditure of up to £10,000 in consultation with the Chairman of the Council if possible.
- Approve general expenditure of up to £2,500, together with expenditure as set out within the Council's approved budget.
- Develop income generating activities.

5. Day to Day Delegations to Officers

The following day to day administrative matters are delegated to the Clerk to the Council, who may delegate these to any employee of the Council as appropriate:

- Implementation of decisions made at Council meetings.
- Management of the Council's services and facilities in accordance with the agreed policies and budgets of the Council.
- Maintenance of the Council's equipment within the agreed budget and in accordance with the agreed policies of the Council
- Creation, content, production and distribution of the Council's contribution to Just Hellesdon, annual report and website, together with press releases and media contact, and public consultations as directed by the Council
- Carry out staff appraisals
- Enforcement of by-laws
- Receive and respond to complaints
- Report routine matters of maintenance to the relevant authorities where they do not fall within the remit of the Council
- Notify the Returning Officer of all casual vacancies arising in the membership of the Council as required by statute and to liaise with him or her regarding the conduct of elections
- In consultation with the Chairman of the Council (if available), lead the Council's response in the case of a major emergency
- Have overall responsibility for the Council's Freedom of Information Scheme
- Have overall responsibility for General Data Protection Regulations (GDPR)
- Provision and management of information and communication technology provided throughout the Council including the replacement of out-dated equipment, the purchase of necessary software, and the planned purchase of new equipment or facilities
- Purchase of necessary goods and supplies in order to manage the council's facilities in a timely and appropriate manner, within the approved budget
- To order additional facilities and grounds maintenance work as required, within the approved budget or subject to the emergency or additional powers set out elsewhere within this document
- Implementation of risk management as set out within the Council's risk assessments, including the safety of all facilities and open spaces within the remit of the Council
- Authorisation of all short-term lettings of the Council's properties (for example general hire of the community centre) in accordance with the approved scale of charges
- Initiation of new arrangements and revision of existing arrangements for the improved management of Council facilities or services providing the cost is included within the current revenue budget
- From time to time, the Council may delegate further matters to the Clerk on either a one-off or a permanent basis. Those matters delegated on a permanent basis will be immediately added to this Scheme of Delegation.

6. Responsible Financial Officer

The clerk also acts as the Responsible Finance Officer. In a period of extended absence the Parish Council will need to appoint someone else to the role as required by law. The Responsible Finance

Officer shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.

This includes but is not limited to:

- Administer the Council's bank balances
- Implement the Council's Investment Strategy
- Make arrangements to pay the salaries and wages of employees of the Council, and to ensure that all necessary returns are made to outside organisations including (but not limited to) HMRC and Norfolk Pension Fund
- Maintain adequate insurance cover for the Council's activities and property, and recommend any necessary changes to Council
- Maintain a continuous internal audit
- Manage budgetary control including the allocation of financial resources within the approved budget
- Provide regular financial monitoring reports to Council, no less than quarterly
- Recommend the annual budget and precept
- Recommend capital works and resourcing their implementation

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HELLESDON PARISH COUNCIL

Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: Clerk@hellesdon-pc.gov.uk

STATEMENT OF INTERNAL CONTROLS

1. SCOPE OF RESPONSIBILITY

Hellesdon Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to ensure that the council's activities are carried out properly and as intended. Controls will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful. Decisions made should be within the Standing Orders and Financial Regulations laid down and approved by the Council. The Council reviews its obligations and objectives and approves budgets for the following year at its meetings during October to December. The January meeting of the Council approves the level of precept for the following financial year. The Council will receive reports and recommendations from the Effectiveness of Internal Control Working Party. The Council receives a monthly summary financial statement which it approves at its Council meetings. Payments are made in accordance with Standing Orders and Financial Regulations.

3.2 Parish Clerk and Responsible Finance Officer:

The Council has appointed a Parish Clerk as the Council's advisor and administrator who is also the Responsible Finance Officer. The Council has also appointed a Finance Officer who is responsible for administering the Council's finances. The Parish Clerk and Finance Officer are responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Parish Clerk and Finance Officer also ensure that the Council's procedures, control systems and

policies are maintained.

3.3 Internal Auditor:

The Council has appointed an Independent Internal Auditor who reports to the Council on the adequacy of it's:

- Proper bookkeeping arrangements
- Corporate governance, financial regulations and risk management procedures
- Payment, petty cash and salaries procedures
- Precept determination
- Budgetary control
- Income control
- Asset registers
- Investment and loans
- Bank reconciliation
- Financial statements

The Council appoints the Independent Internal Auditor on an annual basis. The Internal Auditor, who is competent and independent, is advised of the scope of the work required by the Council.

4. Review of Effectiveness:

The Council has responsibility for conducting an annual review of the effectiveness of internal control. The review of the effectiveness of internal control is informed by the work and any issues identified by:

- Full Council – identification of new activities
- Parish Clerk and Finance Officer who have responsibility for the development and maintenance of the internal control environment and managing risks
- Independent Internal Auditor who reviews the Council's system of internal control. The Independent Internal Auditor will make written reports to the Council (in addition to the report contained in Section 4 of the Annual Governance and Accountability Return - AGAR)
- The Council's External Auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Finance Officer, the Parish Clerk, the Chairman and the Internal Auditor. The External Auditor issues an annual audit certificate.

System of Internal Financial Control

Cash Book/Bank Reconciliations

- The cash book is kept electronically (in accounts software – RBS), maintained up to date from original documents (cash received, invoices, payments and direct debits made and cheques as they are prepared).
- The cash book is reconciled to the bank statement at least monthly.
- Reconciled accounts are presented at each Parish Council meeting for approval.
- The cash books, payments and receipts and bank reconciliation is reviewed and approved by council appointed internal scrutineer as per Financial Regulations, with reference to the underlying records (bank statements and minutes plus copies of accounts papers etc.) at least annually.
- The bank reconciliation is reported to the full Parish Council and minuted as such.

- The latest financial position and movements on the Parish Council's cash balances are reported at each council meeting and can be traced back to the expenditure approved in the previous meeting via the expenditure lists.

Financial Regulations

- The Parish Council has adopted financial regulations, based on the model version prepared by NALC/SLCC. The regulations are reviewed annually for continued relevance and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Parish Council.
- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are sent to suppliers for services which are not regular in nature.

Payment Controls

- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
- Payments will be listed in voucher number order in the cash books and in accounts files.
- Every payment has a unique sequential transaction number which is matched to the payment invoice and the corresponding transaction on the bank statement.
- All invoices for payment are listed and presented each week to two of the four nominated councillors. The expenditure is authorised for payment.
- Payments made are listed, on a separate sheet & presented at the next meeting of the full council to be noted and agreed.
- Original invoices are available to the Councillors signing the cheques or authorising BACS payments.
- Cheques will be signed by two Councillors, who are authorised to sign on the council's bank mandate.
- The council has an online banking system in place, for the purpose of viewing statements, transferring funds between accounts, and making Bacs Payments only once authorisation has been made (as below)
- Bacs payments are authorised to be made by two councillors, who are authorised to sign on the council's bank mandate. Upon authorisation the payment is set up on the online banking system by the finance officer, and is agreed/authorised by The RFO.
- The Finance Officer under the guidance of the RFO, is authorised to set up direct debit payments.
- The Finance Officer under the guidance of the RFO maintains control of the cheque book at all times.
- Every payment is identified by a sequential unique number. This number is used to identify the transaction in the payments cashbook, the invoice and cross referenced on the bank statement.
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheques number, as well by the unique identifier. This is cross checked with the bank statements.

VAT Repayment Claims

- The RFO along with the Finance Officer ensures that all invoices are addressed to the Parish Council.

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- The RFO along with the Finance Officer ensures that proper VAT invoices are received where VAT is payable.
- The RFO along with the Finance Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.

Income Controls

- The RFO ensures that amount of the precept received is correct in accordance with the precept request sent to the District Council.
- The RFO along with the Finance Officer ensures that the precept instalments are received when due.
- The RFO along with the Finance Officer ensures that other receipts (deposit interest, allotment and land rents) are received when due and correctly calculated.
- Receipts are issued for all cash received. Receipt numbers are recorded against payments.
- Income is banked promptly.

Financial Reporting

- A Budget control, comparing actual receipts and payments to the budget and the previous year is prepared monthly, and presented to Full Council in advance of the meeting and minuted accordingly.
- The budget is prepared in consultation with the Parish Council, as evidenced by reports and minutes in advance of the start of the year.
- The precept is set on the basis of the budget by the deadline set by Broadland District Council.

Payroll Controls

- The Clerk is paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- Other employees are paid under PAYE and the necessary system for HMRC RTI is in place.
- Salaries are set as per Contracts of Employment.
- Salary is paid by Bacs.
- The Clerk will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Officers and Members Expenses

- Requests for reimbursement of monies owing by way of an expense incurred is made immediately the purchase is paid and is authorised by the RFO or an appropriate official independent of the claim.
- Expenses are paid by cash, cheque and Bacs and the expense is treated as an invoice for accounting purposes.

Asset Control

- The RFO along with the Finance Officer maintains a full asset register.
- The existence and condition of assets is checked on a regular basis by Officers of the Parish Council or as a need is identified.
- The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal

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HELLESDON PARISH COUNCIL

The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

FINANCIAL RESERVES MANAGEMENT

1. Purpose

1.1 Hellesdon Parish Council (HPC) is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this document is to set out how the Council will determine and review the level of reserves.

1.2 Section 50 of the Local Government Finance Act 1992 require a local precepting authority to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold but it is generally accepted that general (un-earmarked) revenue reserves usually lie within the range of three to twelve months of gross expenditure. (Governance and Accountability for Local Councils A Practitioners' Guide (England) 2014 Part 2 - 2.26)

It is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that agreed procedures are adhered to for their establishment and use. w

2. Types of reserves

2.1 Reserves are categorised as general or earmarked.

2.2 Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle and equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
- Carry forward of underspend - some services commit expenditure to projects, but cannot spend in the current budget year. Reserves are used as a mechanism to carry forward these resources.
- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.
- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.
- Monies received from CIL (Community Infrastructure Levy) payments must be held in an earmarked reserve in order to account for spending in accordance with government policy.
- Monies due to the Council under s.106 Agreements are held by Broadland District Council and released to this council following approval of expenditure and submission of relevant receipted invoices which confirm payment.

2.3 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3. Earmarked reserves

3.1 Earmarked reserves will be established on a "needs" basis, in line with anticipated requirements.

3.2 Any decision to set up a reserve must be given by the Council.

3.3 Expenditure from reserves can only be authorised by the Council.

3.4 Reserves should not be held to fund ongoing expenditure. This would be unsustainable as at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, it must be resolved that they must be replenished in the following year. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.5 All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer and lists the various earmarked reserves and the purpose for which they are held.

3.6 The Council's Financial Risk Assessment is considered within the budgeting procedure and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of reserves.

4. General Reserves

4.1 The level of general reserves is a matter of judgement and so this document does not attempt to prescribe a blanket level. The primary means of accumulating general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium term financial strategy and the annual budget. The Council must accumulate and maintain sufficient working balances to cover the key risks it faces, as expressed in its Financial Risk Assessment.

4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short-term resources.

4.4 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in general reserves at all times.

5. Opportunity cost of holding reserves

5.1 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy.

5.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else. As an example, if these funds were used to repay debt the opportunity cost would equate to the saving on the payment of interest and the minimum revenue provision, offset by the loss of investment income on the funds. However, using reserves to pay off debt in this way would leave the Council with no funds to neither manage

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unexpected risks nor provide a mechanism to fund the planned expenditure for which the reserves were earmarked.

5.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

6. Current level of financial reserves

6.1 The level of financial reserves held by the Council will be agreed by the Property Policy & Resources Committee during the discussions held regarding the setting of the budget and precept for the forthcoming financial year.

6.2 The current level of general reserves to be held by the Council is no less than **£150,000.00 as this is considered to be adequate for 3 months running costs of the council.**

6.3 The current level of earmarked reserves to be agreed by the Property Policy & Resources Committee

7. Current Financial Service Provider

7.1 The current financial service provider is Barclays Bank plc. The credit rating and reputation of the provider is considered by the Property Policy & Resources Committee during the discussions held regarding the level of financial reserves.

7.2 The Council may consider other providers as appropriate in order to achieve the best return on its investments. The credit rating and reputation of the provider must be relevant to local government policies and best practice.

7.3 HPC currently has 2 loans with PWLB, both agreed by Full council following recommendations from Property, Policy and Resources Committee, payback of these loans are included in the precept amount requested from Broadland District Council.

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COUNCILLOR OFFICER PROTOCOL

INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority.

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

[Councillors of the executive,] Chairs and vice chairs of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires

councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.
The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.
The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

<u>Councillors</u>

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.
Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.
In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.
Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

<u>Chairs and vice-chairs of council and committees</u>

Chairs and vice-chairs have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

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Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. Councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- comply, at all times, with employment policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

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There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should: avoid personal attacks on, or abuse of, the officer at all times

- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;

- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment. Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity

is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.
In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.
For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed.
Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."
Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.
Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities.
Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Policy.
The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.
Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chair (or chair of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.
The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.
The LGA has produced useful guidance on the Publicity Code - https://www.local.gov.uk/publications/short-guide-publicity-during-pre-election-period
For more detailed information and guidance regarding the role of councillors in connection with the use of social media, reference should be made to the council's Social Media Policy where there is one in place.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure. The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.
The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.
Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the Chairman of the Staffing Committee and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

HELLESDON PARISH COUNCIL
The Council Office Diamond Jubilee Lodge Wood View Road Hellesdon Norwich NR6 5QB
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Minutes of the Meeting of Hellesdon Parish Council held on Tuesday 9th April 2024 at 7pm in The Council Chamber, Diamond Jubilee Lodge

PRESENT:

Cllr B Johnson (Chairman)
Cllr G Britton
Cllr S Gurney
Cllr A Lock
Cllr D Maidstone
Cllr S Smith
Cllr D Britcher
Cllr R. Forder
Cllr S Holland
Cllr S Lowthorpe
Cllr R Sear

In attendance: Mrs F LeBon (Clerk).

Welcome by the Chairman – Cllr Johnson opened the meeting at 7pm and welcomed all in attendance.

1. Apologies and Acceptance for Absence

Apologies for absence were received from Cllr N Barker, Cllr L Douglass, Cllr I Duckett, Cllr D Fahy and Cllr M Hicks.

2. Declarations of Interest and Dispensations

No declarations made or dispensations applied for.

3. Minutes from Full Council meeting held 12th March 2024

The Minutes of the Full Council meeting held on 12th March 2024 had been previously circulated. It was **RESOLVED TO ACCEPT** these Minutes as a true and accurate record of the meeting.

4. Public Participation

No matters raised.

5. Council Reports

a) To Receive Clerk's Written Report

This report had been previously circulated. The Clerk updated the meeting as to the date for the Annual Parish Meeting being as 8th May at 7pm. At this meeting the Family Hub will do a presentation on their works to date. The next Staffing Committee meeting will be on 22nd April at 3pm.

The report was **ACCEPTED**.

b) To Receive Reports from District and County Councillors

District Council reports had been circulated.

Cllr Gurney, in her capacity as county councillor reported that the relaying of the Westgate / Middletons Lane roundabout had yet to be completed. It was hoped that the works could be completed during the school holidays but a date had not yet been agreed.

Approved……

Date……

DRAFT

Cllr Gurney assured the meeting that The Limes Care home, a private care home not run by Norfolk County Council, had been inspected three times since an incident in 2021, as was reported in the EDP today. The last time it was inspected was in June 2023 and the establishment was described as safe and well managed.

c) To Receive Presentation on Updated Plans for the Yellow Pedalway

Cllr Gurney had arranged for the technical drawings for the proposed Yellow Pedalway to be displayed for members. This is a shared pathway for cyclists and pedestrians which would start at Amsterdam Way and extend to the NDR, giving access to The Nest as part of the route. The width of the pathway would be improved to a width of three metres, but to allow this to happen, some of the pathway would be on the Norwich City side of the Holt Road and some of the route would be on the Hellesdon side, with crossing points being installed to enable safe crossing. This route would avoid the complication of compulsory purchase orders and to ensure that the pathway could be widened without impacting the width of the road.

The scheme would mean investment of £1.9m and funding would come from GNLP CIL and government grants to encourage walking and cycling. There would also be a reduction in the speed limit on the Holt Road from 60mph to 40mph.

The lighting of the scheme would be limited due to conflict with lighting at the airport.

Cllr Britcher raised concerns about the speed traffic exits the Holt Road at Buck Courtney Crescent and the impact it would have on the crossing point in this location. Cllr Britcher also raised concerns about traffic mounting the pathway as a result of moving for emergency services. Cllr Gurney advised that a traffic survey had been completed and most movements of emergency services are from north Norfolk, not outgoing.

Cllr Lowthorpe felt that to encourage active travel, the whole route should be on the Hellesdon side of Holt Road to support local residents. Cllr Gurney advised that there had been consultation with local residents and the preference was for this area of the route to be on the Norwich side of Holt Road.

There is no indication of the timescales for the project at present. Cllr Gurney welcomed feedback to be sent to her which she can forward to the Norfolk County Council officers.

d) Verbal Update from Chairman

The Chairman reported that he had met with an officer from Broadland Council to discuss Tree Preservation Orders in Hellesdon. The map of Tree Preservation Orders in Hellesdon was displayed. It was noted that this map was available on Broadland Council's website.

6. Financial Matters

a) Bank Reconciliation – March 2024

It was **AGREED** to accept this reconciliation.

b) Earmarked reserves summary

Cllr Lowthorpe queried the reason behind the following earmarked reserves:

323 – It was noted that that this was earmarked for the hard courts as they had not been resurfaced since installation.

352 – It was noted that this was for the extension of the community centre, which had been granted planning permission. The office staff are currently turning away bookings through lack of space in the community centre.

361 – It was noted that this was community infrastructure levy from developers which the Parish Council could spend on infrastructure projects to mitigate the impact of development.

It was **AGREED** to accept this report.

c) Approval of Payments – March 2024

Clarification was provided about the payment made to Cllr Gurney. The payments detailed in the written report were **AGREED**.

d) Receipts – March 2024

The receipts detailed in the written report were **AGREED**.

Approved……

Date……

e) Detailed Income and Expenditure 1st April 2023 – 31st March 2024

It was **AGREED** to note the details in this report**.**

It was noted that the Internal Auditor will be attending the parish office early in May.

7. Planning Committee

a) To Note the Decisions made by the Planning Committee on 12th March 2024 and 26th March 2024

The minutes and decisions arising from the Planning Committee meetings held on 12th and 26th March 2024 had been circulated. It was **AGREED** to note the minutes and the decisions made**.**

Cllr Smith queried the status of building works at 357 Reepham Road. It was confirmed that the matter has been passed to planning enforcement and is being monitored.

8. Events Committee

a) To Note the Decisions made by the Events Committee on 2nd April 2024

The minutes and decisions arising from the Events Committee meeting held on 2nd April 2024 had been circulated.

It was clarified that the Drag Bingo event being held on 20th April was a private event, which the Parish Council was running the bar for.

It was **AGREED** to note the minutes and the decisions made**.**

9. Community Centre

a) To Receive Update on Closure of Roofing Contract

It was reported that the Clerk and the Project Manager have established a final account figure for the roofing contract and submitted this to the liquidator for consideration. This figure was circulated to members. It is hoped that this will be accepted to allow for a conclusion of this project.

b) To Receive Update on Sunday Opening

The community centre opened on a Sunday on 7th April. A report was circulated to members on current and future bookings for Sundays.

10. Playing Fields, Allotments and Amenities

a) To Note Decisions Made by the Playing Fields, Allotments and Amenities Committee on 13th March 2024

The minutes and decisions arising from the Playing Fields, Allotments and Amenities Committee meeting held on 13th March 2024 had been circulated.

Cllr Maidstone reported that the committee gave consideration to a request for a community garden. The committee agreed that the allotment site was not the best location for this and Cllr Gurney had suggested alternatives belonging to other local authorities, housing associations, businesses and community groups. The committee still wishes to retain plot 19 at the allotment site to subdivide into smaller plots.

The apiary is to be discussed in the future as the bees have not wintered well.

Discussions occurred as to whether a future committee meeting should be held on the allotment site within the new hut purchased by HAHA.

It was **AGREED** to note the minutes and the decisions made**.**

11. Community Cafe

a) To Note Decisions Made by the Community Café Committee on 20th March 2024

The minutes and decisions arising from the Community Cafe Committee meeting held on 20th March 2024 had been circulated.

Approved……

Date……

Cllr Smith reported that the café is getting very busy. A volunteer policy and agreement had been adopted in the meeting, and a new volunteer had started on site today. The Clerk is to circulate the volunteer agreement and policy to all members.
Friday opening in the café is to be promoted in the future.
Cllr Gurney advised that there is a volunteer programme via Norwich City College which may be able to assist with local volunteers.

12. Neighbourhood Plan.

a) To Receive Update on the Neighbourhood Plan

Cllr Gurney reported that on Thursday 14th March, representatives from AECOM visited the parish to assist with the creation of a Design Code for Hellesdon. The meeting began with a meeting in the council chamber to discuss the different aspects of the parish and what the Neighbourhood Plan hoped to achieve from a design code. This was followed by a tour of the parish so AECOM could familiarise themselves with the character of the parish and examples of good design and where design decisions had let the parish down. This work by AECOM had been funded by a technical support grant.
161 Neighbourhood Plan surveys were received electronically and 25 completed as a hard copy.
The Parish Council's consultants are currently analysing the survey results.
The physical consultation events were not so well attended.
The next meeting is on Monday 15th April.

13. Waste Contract

a) To Consider Alternative Waste Contract to Encompass Increased Recycling

The Clerk reported that the Parish Council increased its budget for waste collection for 2024/2025 to assist with increased recycling. Cllr Gurney reported that Broadland Council were currently considering a scheme for Parish Councils to benefit from glass recycling.
Three quotes were provided from local commercial waste contractors. It was **AGREED** after a proposal from Cllr Gurney and a second from Cllr Forder, to continue with the Parish Council's current contractors for a period of six months with collections for general waste and mixed recycling. This would allow time for details of Broadland Council's glass recycling scheme to be made public and the Parish Council can use this information when giving further consideration to its commercial waste collection.
The Clerk is to investigate bins to allow segregation for general waste and recyclable waste for the Recreation Ground.

14. ID Badges

a) To Consider Formal Photographic ID Lanyards for Councillors

The Clerk reported that a request has been made for councillors to have formal photographic ID cards on lanyards. These would not only give a more professional appearance for councillors when they are acting on behalf of the Parish Council, but would provide a greater level of security than the non photographic badges provided in the office. With councillors becoming more active within the community and attending more engagement events, the need for this has increased. The cost would be £10 per card + £1.25 per card for a card holder and £1.60 for a lanyard (£12.85 per card + VAT). Discussions occurred as to whether the photograph on the card was necessary. It was **AGREED** to proceed with photographic ID lanyards for councillors after a proposal from Cllr Smith and a second from Cllr Maidstone.

Approved……

Date……

15. Western Link

a) To Receive Update on the Western Link and the Local Liaison Group Meeting on 13th March 2024

Cllr Britcher reported that the had attended the meeting on 13th March as a representative from the Parish Council. The planning application has now been submitted to Norfolk County Council, as the local planning authority, for the Western Link. This will be validated and then a public consultation will commence. As part of the proposal, there are three 'green bridges' which will allow animals to cross. As these proposed bridges start and egress on private land, there will be no public pedestrian access.

New guidance has been issued by Natural England relating to Barbestelle bats. Norfolk County Council is looking for a solution acceptable to Natural England.

Cllr Gurney advised that there is a lot of work going on with government about the new Natural England guidance.

There are no meetings planned for the near future due to the pre-election period.

16. Matters for the Next Agenda

Cllr Lowthorpe raised that he, Cllr Gurney and the Clerk had attended the recent NPTS seminar, and topics of interest were Biodiversity (to include bio-diversity audits and 'Bio-Blitz' days) and Community Awards.

Community Award will be further discussed by the Events Committee and Biodiversity will be considered on the next agenda.

17. Time and Venue of Next Council meeting.

Tuesday 14th May 2024, 7pm at Diamond Jubilee Lodge

The meeting closed at 8.50pm

DRAFT

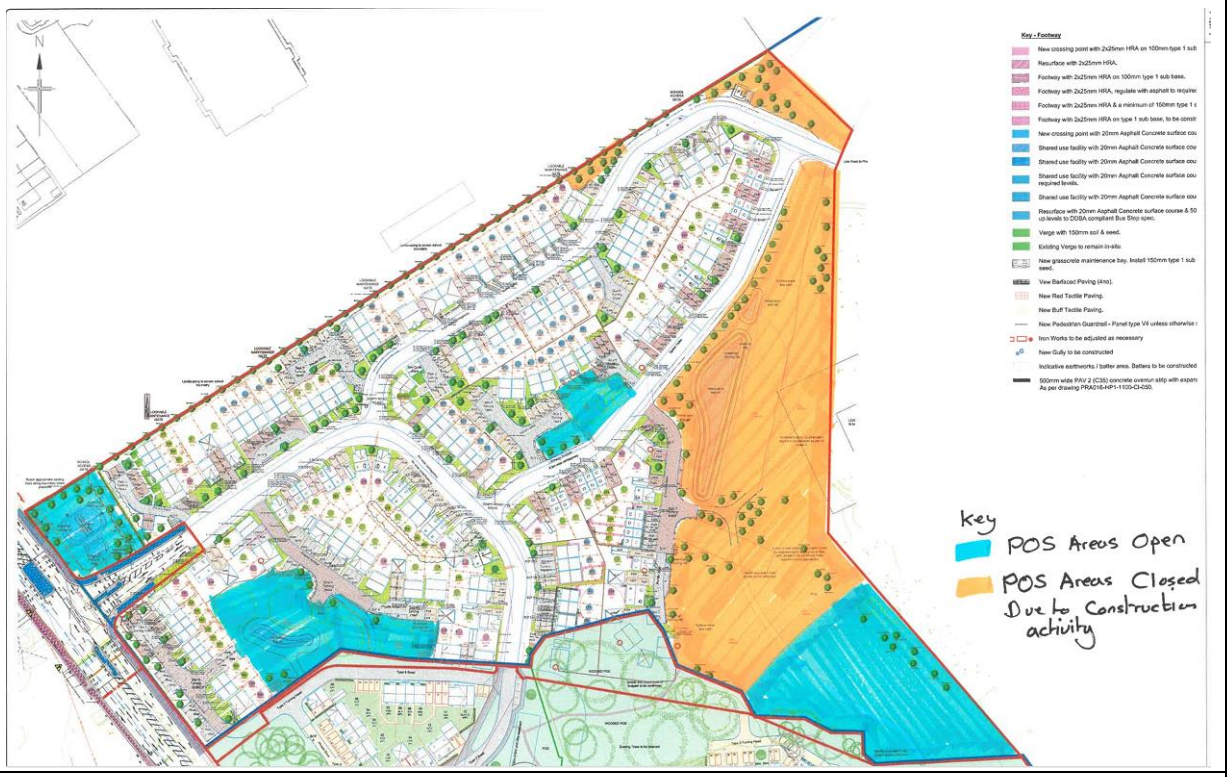
Approved……

Date……

AGENDA ITEM 5a

CLERK'S REPORT FOR COUNCIL MEETING
14th May 2024

ITEM	COMMENTS
Community Centre	Agenda items. An updated fire risk assessment has been authoring and will be conducted on 15th May. The 'Clean Up and Bloom' grant has been spent on the hydrangeas which have been planted at the front of the community centre.
Car Park – Community Centre	No matters to report
Community Café and Fridge	The regular collections from Tesco for the community fridge on a Monday evening are going well. Other collections have occurred on other days when there is excess food, but this is dependent on someone available to collect. An advert for a volunteer co-ordinator has been placed in Just Hellesdon. The Community Café had a Food Safety inspection with no notice and the food hygiene rating has been raised to a 5. The staff continuously work hard to ensure that food hygiene is a priority for the café.
Parish Council Offices Diamond Jubilee Lodge	Adjustments have been made to the Hearing Loop so that it picks up at a better frequency. It was noted that the hearing loop microphones in the ceiling are next to the projector and the air conditioning outlet. This could cause problems with the hearing loop when these items are operational. This has been added to the spec for the Streaming system in the chamber. Other sources for streaming are to be investigated including Meeting Owls and Stream Yard. A quote has been received for a Meeting Owl system at £1,574.06. Also requested report into the possibility of a microphone system in the reception area, to enable both staff and parishioners to be heard without the need to open the security window. A quote has been requested. An updated fire risk assessment has been authoring and will be conducted on 15th May.
Recreation Ground including Children's Play areas	The Clerk will be meeting with the Broadland Youth Advisory Board and the Family Hub to discuss Graffiti in parks.
Skate Park & MUGA	No matters to report
Meadow Way	No matters to report.
Mountfield Park	Grant money has been received for the trees on Mountfield Park, we are just awaiting the trees we required to come into stock.
Cottinghams Park	No matters to report
Allotments	The construction of the new car park area has been prioritised in the extension area
Community Orchard	No matters to report. When fruit comes it can be taken to the Community Fridge for Distribution.

Community Apiary	A decision on the future of the community apiary will be made at the next Playing Fields, Allotments and Amenities Committee
Cemetery Car Park	Land registry plans are to be obtained for land that is supposedly within the Parish Council ownership. Land registry require professional planning maps to be purchased to enable this request. Conveyance documents have been obtained from archive.
Persimmon Homes	Broadland Council is awaiting revised layout plans for phase 3, then will re-consult. All planning enforcement matters have been closed. Broadland Council has confirmed that they visited the site in October and found that the P1 open space is still fenced off, in contravention of the s106 agreement. They will be revisiting the site to see if this has been opened. The trigger point of 60% occupancy on P2 has not yet been reached. Broadland Council has been chased (5th February) with regards to the P1 open space availability. They advise that they awaiting a response from Persimmon. This has been chased again (4th March). Persimmon has advised that the open space in P1 is now al open apart from the overland flow. This area will be opened Spring this year. With regards to P2, they are have provided the below plan of areas which are open, and those that remain closed due to construction activity. 
Public Toilets	No matters to report.
Litter & Dog Waste Bins	Hellesdon Parish Council has raised concerns with Broadland Council over an informal arrangement over the maintenance of litter and dog bins which have been provided by Broadland Council. Broadland Council will be writing to town and parish councils to clarify responsibility for installation and maintenance of street bins'. [17th November 2022] This communication has yet to be received. This has been chased as the environmental assets in the parish are looking to be reviewed (are they sufficient / in the right place). A response was received by Broadland Council on 11th September advising that 'Unfortunately this is still in the process of being reviewed and finalised'. Increased requests are being received for extra litter / dog bins. A review of these assets was agreed by PP&R in the new financial year and these can be considered.

Bus Shelters	Further to the successful Parish Partnership application, the following bus shelters have been ordered for the Drayton High Road: 1no. 3 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket @ £4708 Forward facing - northbound o/s the hospital 2no. 2 bay cantilever, with bench seat, clear poly carbonate panels and flag bracket @ £3789 each Reverse facing - Southbound, between Margaret Close and Yelverton Close Reverse facing - Southbound, south of Hammond Road
Benches	No matters to report
War Memorial	No matters to report
Highways	Reports of visibility problems with the new zebra crossing on Middletons Lane have been escalated to highways. This was reported to highways on 3rd February, who advised it would be passed to the safety team. No response has been received from the safety team so this has been chased (2nd October). Work has commenced on resurfacing the pathways on Neylond Crescent. A request has been made to highways to replace the 'Give Way to Vehicles from the Right' signage that was not replaced after a vehicle strike on the Reepham Road / Drayton Wood Road Roundabout (inbound). Saffron Housing has been emailed over surface water flooding on Angus McKay Court. They have acknowledged that this is their responsibility and are awaiting quotes and further authorisation for the required works. A lack of dropped kerbs has been identified along the Cromer Road, across Lodore Avenue. This will be raised directly to highways for remediation. A set of 30mph repeater signs has been requested due to reports of speeding traffic exiting the parish and not realising that the 30mph zone has been extended. Highways has confirmed an extra £780 as part of our delegated agreement to strim the agreed alleyways. Unfortunately there has been no annual uplift as part of the Parish Council's delegated agreement. This was not advised in advance and, on consultation with other Parish Council's some have had uplifts and some have even gone down. There has been no correspondence about this and it has been queried with Norfolk County Council.
Staffing	Agenda item
Street Lighting	No matters to report
Events	Agenda Item
Meeting Dates	21st May – delegated group to meet regarding Heath Crescent 22nd May 7pm – Neighbourhood Plan Working Group 11th June 7pm – Full Council Parish Council
Health and Safety	No matters to report
Other Matters	No matters

District Councillors Report – Hellesdon South-East

Report for Parish Council – May 2024

Whiffler responded to email. Stating three proposals are on the table but no plans coming forward. Are working on “alleviating the issues” before any changes are made.

Full council attended. Question raised as to why Council Tax bills were issued on paper for those opting for e-billing. Answer that this was due to a data migration issue affecting both Broadland and South Norfolk. Cost unknown but cost recovery from Software company being considered.

Asked if all other data migrations had been checked for accuracy and tested. Answer, yes very carefully.

Brown bill direct debits failure of 22,900 would suggest data migration issues remain with lack of adequate software testing.

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 9th April 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr S. Holland
Cllr B. Johnson
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr I. Duckett.

2. **Declarations of Interest and Dispensations**
   Cllr Johnson declared a non pecuniary interest in application 2023/3790 as a Planning Committee member at Broadland Council. As this application is likely to be determined by Broadland Council he would not take part in the discussions or vote at parish level, so as not to predetermine the application.

3. **To receive approval of minutes of the committee meeting held on 26th March 2024**
   Minutes of 26th March 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2023/3790 49 Westwood Drive, NR6 5DF Erection of a single storey rear extension, new roof extending the first floor with a dormer to the front, demolition of existing garage and replace with a double garage, erection of a self contained granny annexe.	*Cllr Johnson took no part in the discussions and did not vote on this application.* It was noted that the ridge height of the proposed granny annexe and garage had been reduced to 4m as part of this amended application. After review of the amended application it was agreed to maintain the objections raised in the

	original application, supporting the concerns of the neighbours. The annexe should be integral to the main building and there is insufficient vehicular access for a separate dwelling. Whilst the application states that the granny annexe is for a family member, the personal circumstances of the applicant are not deemed a material consideration as changes in circumstances and/or ownership can occur and the concept of sustainable development takes into account future use. The Parish Council also objects to the height of the extension having an adverse impact on the amenity of the neighbouring properties (contrary to policy GC4 iv).
2024/0905 25 Coronation Road, NR6 5HB Single storey rear extension	No objections.
2024/0913 79 Hawthorne Avenue, NR6 6LF Rear extension	No objections.

7. Items for the Next Agenda
No matters raised.

8. Date, time and venue of next meeting
Next meeting will be held on Tuesday 23rd April 2024 at 6.15pm.

The meeting closed at 6.24pm.

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood view Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: contact@hellesdon-pc.gov.uk

Minutes of the meeting of the Planning Committee held on Tuesday 23rd April 2024 at 6:15pm in Hellesdon Community Centre, Wood View Road, Hellesdon

PRESENT:
Cllr G. Britton (Chairman)
Cllr B. Johnson
Cllr D. Maidstone
Cllr R. Sear

Also In Attendance
Mrs F. LeBon – Clerk to the Council

The Chairman welcomed all to the meeting.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr I. Duckett and Cllr S. Holland.

2. **Declarations of Interest and Dispensations**
   None declarations or dispensation requests made.

3. **To receive approval of minutes of the committee meeting held on 9th April 2024**
   Minutes of 9th April 2024 had been previously circulated and were **AGREED.** They were signed as a true and accurate record of the meeting by Cllr Britton.

4. **Public Participation**
   No matters raised.

5. **Planning Outcomes**
   The report was previously circulated and **NOTED.**

6. **Planning Applications for Consideration**
   The following applications were considered and responses to the relevant consultations agreed:

Application	Response to Consultation
2024/0297 100 Links Avenue, NR6 5PG Two storey rear extensions	No objections to the application, as amended.

7. **Items for the Next Agenda**
   No matters raised.

8. **Date, time and venue of next meeting**
   Next meeting will be held on Tuesday 14th May 2024 at 6.15pm.

Approved.....

Date.....

DRAFT

The meeting closed at 6.18pm.

DRAFT

Approved.....

Date.....

HELLESDON PARISH COUNCIL
The Council Office, Diamond Jubilee Lodge, Wood View Road, Hellesdon, Norwich, NR6 5QB
Tel: 01603 301751 www.hellesdon-pc.gov.uk email: clerk@hellesdon-pc.gov.uk

Minutes of the meeting of the Property, Policy & Resources Committee held on Monday 29th April 2024 at 7pm at Hellesdon Parish Council Offices, Diamond Jubilee Lodge, Woodview Road, Hellesdon

Present:
Cllr S Gurney (Chairman)
Cllr G Britton
Cllr R Forder
Cllr B Johnson

Also in Attendance:
F LeBon (Clerk)

The Chairman welcomed everyone and opened the meeting at 7pm.

1. **Apologies and acceptance for absence**
   Apologies were received from Cllr Douglass and Cllr Maidstone. These were **ACCEPTED.**

2. **Declarations of Interest and Dispensations**
   No interests declared or dispensations requested.

3. **To Approve the Minutes of the Meeting Held on 11th December 2023**
   Minutes had been circulated from the meeting held on 11th December 2023. These were **AGREED** as a true and accurate record of the meeting after a proposal from Cllr Britton and a second from Cllr Johnson.

4. **Public Participation**
   No public present at the meeting.

5. **Fire Regulations**
   The Clerk explained that Section 156 of the Building Safety Act 2022 came into force on 1st October 2023, introducing legal provisions surrounding fire safety. These requirements apply to all non-domestic premises, such as where people work, visit or stay, including workplaces.

a) **To Agree Hellesdon Parish Council to be the Responsible Body under new Fire Regulations**
   The Clerk explained that the legislation refers to a 'responsible person' and their duties under the act. Guidance states that 'you are a Responsible Person if you are an employer, have control of the premises, or the owner of a premises'. Clarification has been sought as to whether a Responsible Person can be a corporate body and it can be. The employer is Hellesdon Parish Council and so it is recommended that Hellesdon Parish Council is the 'responsible person' with the day to day works to ensure that the Parish Council complies with the legislation delegated to the Clerk and the Facilities Manager. This recommendation was **ACCEPTED** after a proposal from Cllr Gurney and a second from Cllr Johnson.

b) **To Consider the Updating of the Fire Risk Assessments for All Council Buildings.**

Approved.....

Date.....

The Clerk reported that the last Fire Risk Assessments were completed on behalf of the council in 2019. As these are now 5 years old and the community centre has been much changed, it is recommended that these are now updated. A price has been received of £150 per building to complete these Risk Assessments. That is £450 for the Community Centre, Diamond Jubilee Lodge and the Grounds Shed.
After establishing that the quote was in line with financial regulations, it was **AGREED** to proceed with the updating of the Fire Risk Assessments for £450.

6. Policies Review

The following policies were reviewed:

a) Information Security – **AGREED** with an amendment to the Evaluation and Response section to ensure that a report is made to Full Council as well as the Chairman.
b) Publication Scheme – **AGREED** with no amendments.
c) Retention of Documents – **AGREED** with amendment as detailed in the pack.
d) Management of Outdoor Surfaces - **AGREED** with amendment as detailed in the pack.
e) Social Media - **AGREED** with amendment as detailed in the pack.
f) Subject Access Request - **AGREED** with no amendments.
g) Equal Opportunities - **AGREED** with amendment as detailed in the pack.
h) Recruitment and Selection - **AGREED** with no amendments.
i) Training and Development - **AGREED** with no amendments.
j) Whistleblowing - **AGREED** with no amendments.
k) Prevention of Respiratory Infections - **AGREED** with amendment as detailed in the pack.
l) Safeguarding - **AGREED** with amendment as detailed in the pack.
m) Debt Management - **AGREED** with no amendments.

It was **AGREED** that councillors should have a hard copy of updated policies relevant to their role, so these can be added to their councillor files. The Clerk is to arrange this.

7. To Review Risk Assessments

The risk assessments presented were **ACCEPTED**. It was noted that the risk assessment for the community café was omitted. This is to be presented to the next full council meeting, ensuring that it covers the café, foyer and the dog friendly area.
Risk assessments for other groups with buildings on the Parish Council's land should be appended to the Parish Council risk assessments. Assessments are already held for the HAHA hut and the Family Hub. The Clerk is to request risk assessments for the bowls pavilion and the Horticultural Association storage area.

8. Items for the Next Agenda and for Other Committees

Clarification of land owned by the Parish Council at the burial ground.
Rent for HHA storage area.
Large grants for community centre extension.
Heath Crescent Land
Formal Open Space on Hospital development site. The Clerk is to find out if this information is available prior to the next meeting.

9. To confirm that date of the next meeting.

To be confirmed – after the meeting to be held on 21st May 2024.

The meeting closed at 8pm.

Approved.....

Date.....

DRAFT

Name of Assessment: **Community Café**
Date of Assessment / Review: 2nd May 2024
Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used. 4) Café staff to clear spills in the kitchen immediately		Clerk and Cafe Manager	L
Kitchen Hygiene	Members of the Public / Hirers / Staff / Contractors	L	M	1) All surfaces and floors are cleaned daily. 2) Sinks are scoured daily. 3) The dishwasher filter is cleaned after use. 4) The refrigerator is cleaned weekly. 5) The oven is cleaned after use 6) A full deep clean is carried out weekly. 6) Café registered with Broadland Council Food Safety Team 7) Safer Food for Better Business document to be adhered to 8) At least one person with a L2 food hygiene certificate on site at any one time to supervise kitchen 9) All appropriate hygiene posters in place		Clerk and Cafe Manager	L
Pests	Members of the Public / Hirers / Staff / Contractors	L	M	1) No food left out which would encourage pests. 2) Visual check each day for evidence of pests. 3) No known history of vermin.	Cafe Manager to do spot checks	Clerk and Cafe Manager	L

Waste Management	Members of the Public / Hirers / Staff / Contractors	L	M	1) When the bin in the kitchen is full, replace promptly and take the waste to the wheelie bin in the car park. 2) Wheelie bins are located away from the building so as to reduce the spreading of fire if the bins were to be ignited.	Cafe Manager to do spot checks	Clerk and Cafe Manager	L
Burns / Scalds	Members of the Public / Hirers / Staff / Contractors	L	H	1) Only authorised personnel permittd in the kitchen. 2) Oven, kettles, bariasta machine should only be used by competent trained adults. 3) Caretakers to check kitchen after use to ensure all appliances have been switched off		Clerk and Cafe Manager	L
Food Poisoning	Members of the Public	L	M	1) Daily cleaning schedule, temperature check, documentation in a logbook 2) Separate shelf spaces for different food categories 3) Cleaning equipment provided	Cafe Manager to do spot checks	Clerk and Cafe Manager	L
Allergies	Members of the Public	L	M	1) Café staff are fully trained in allergy awareness 2) Allergy cards made up for foods sold 3) Allergen posters up for staff and customers 4) Customers encouraged to ask staff about allergens	Cafe Manager to do spot checks	Clerk and Cafe Manager	L
Malicious Contamination	Members of the Public	L	H	1)Kitchen is locked when not in use. 2) No public access to the kitchen		Clerk and Cafe Manager	L
Electric Shock	Staff	L	H	1) All electrical and electronic equipment used will be subjected to a PAT test and a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used. 3) Sockets must not be over-loaded (extra sockets added)	Caretakers to do additional visual checks	Clerk and Facilities Manager	L

Gas Explosion	Staff / Customers	L	H	1) All gas equipment tested on an annual basis by qualified engineers 2) emergency shutdown buttons in operation. 3) Gas will not operate unless extractor is on full			L

Name of Assessment: **Community Café - Foyer**
Date of Assessment / Review: 2nd May 2024
Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used. 4) Café staff to clear spills immediately		Clerk and Cafe Manager	L
Seating Hazards	Members of the Public / Hirers / Staff / Contractors	L	M	1) All seating and chair checked by caretakers when setting up / taking down café. 2) Seating to be checked during the day to ensure it hasn't been moved to cause a hazard (trip hazard or hazard with fire exits.		Clerk and Cafe Manager	L
Pests	Members of the Public / Hirers / Staff / Contractors	L	M	1)All dropped food swept up. 2) Foyer floor swept and mopped at closing	Cafe Manager to do spot checks	Clerk and Cafe Manager	L

Name of Assessment: **Community Café - Dog Area**
Date of Assessment / Review: 2nd May 2024
Carried out by: Faye LeBon

What are the Hazards?	Who Might be Harmed?	Likelihood	Severity	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	Residual Risk Rating
Slips, Trips and Falls	Members of the Public / Hirers / Staff / Contractors	M	M	1) Floors kept clear of obstructions 2) Caretakers to remove any trip hazards they find during their rounds. 3) Spills to be cleared up promptly and appropriate signage used. 4) Caretaking staff to do spot checks to ensure that dog leads are not causing a trip hazard		Clerk and Cafe Manager	L
Limitatons of Area	Members of the Public / Hirers / Staff	L	M	1) Dog friendly to be clearly identified. 2) Area not to extended inside the building. 3) Dogs not permitted anywhere close to kitchen and food preperation		Clerk and Cafe Manager	L
Dog Agrression	Members of the Public / Hirers / Staff	L	M	1) Dog control law specifies that all dogs require to be under control. 2) Any owners with dogs not deemed as being under control will be asked to leave. 3) Any dog aggression will result in a report to the police		Clerk and Cafe Manager and caretakers	L

Finalised Account for Roofing Refurbishment Contract

Owed to Melton Builders

Retention	£14,194.72
Contribution to Blinds	£3,974.00
Contribution to Decorating	£6,785.91
	£24,954.63

Owed to Hellesdon Parish Council

Fire Extinguishers & Signage	£97.00
Cleaning of Tables	£515.80
Damaged Lockers	£2,285.40
Herris Fencing	£250.00
Repair ML Flooring	£2,085.00
Loss of Income (flooring)	£148.85
Repair of Altro Flooring	£2,939.00
Hellesdon Parish Council admin	£109.72
AV Equipment	£3,327.02
Small Fridge	£150.00
Scratches to Bar	£480.00
Piano Tuning	£55.00
Spot Lights	£145.00
Contribution to Stage	£1,726.92
	£14,314.71
BALANCE	£10,639.92
VAT	£2,127.98
TOTAL TO PAY TO LIQUIDATOR	**£12,767.90**

Item 15 b

To Receive Update on WC Refurbishment Projects, Phases 1 and 2

The final account for phase 1 has yet to be concluded as there still remains some drainage problems. As part of the contingency amount, Dyno Rod has been contracted to remove the scale from the existing pipes, which has been completed on 8th May.

A grant application has been made to Awards for All (National Lottery) on 3rd April. A decision is expected within 12 weeks.