

Date: 11/01/2021

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	29/12/2020
15/12/2020	0826AJC518	Travis Perkins	£134.74	Plasterboards x10, cavity slabsx4			
17/12/2020	0826AJC620	Travis Perkins	£134.74	Plasterboards x10, cavity slabsx4			
14/12/2020	57	K & B Freeman	£110.00	TIC stock - 20x calendars			
31/12/2020	13939	Microshade Business Consultants Ltd	£330.00	Accounting support for Dec 2020			
29/12/2020	LNJAN0449	The Leominster News	£120.00	January 2021 issue			
31/12/2010	10054	Lloyds Richards Ltd	£169.50	Payroll 3 monthly service			
07/12/2020	503869	Arrow Plant & Tool Hire	£25.20	Post hole digger			
08/12/2020	503943	Arrow Plant & Tool Hire	£18.00	Flat bit set 8 pc			
21/12/2020	504496	Arrow Plant & Tool Hire	£49.20	uniform - jacket x2			
07/12/2020	503889	Arrow Plant & Tool Hire	£8.52	bolts and screws			
N/A	N/A	Herefordshire Wildlife Trust	£935.00	Grant funded by Building Better Opportunities			agreed 14/12/20 @F&GPC
19/10/2020	7102	Frank's Luxury Biscuits Company Ltd	£201.17	TIC stock - biscuits			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and General Purposes								
101 Administration - Central Costs								
1076 Precept	0	557,574	557,574	0			100.0%	
Administration - Central Costs :- Income	0	557,574	557,574	0			100.0%	0
4012 Software, IT and Support	728	6,227	7,000	773		773	89.0%	
4014 Website	10	263	1,000	737		737	26.3%	
4016 Photocopier	0	1,287	3,500	2,213		2,213	36.8%	
4019 Recruitment	0	125	500	375		375	25.0%	
4020 Advertising	(92)	327	500	173		173	65.5%	
4027 Equipment	0	145	1,000	855		855	14.5%	
4030 Telephone	349	3,164	4,000	836		836	79.1%	
4035 Postage	0	184	700	516		516	26.3%	
4040 Printing and Stationery	109	650	1,800	1,150		1,150	36.1%	
4048 Subscriptions	55	2,619	2,640	21		21	99.2%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	0	1,512	2,000	488		488	75.6%	
Administration - Central Costs :- Indirect Expenditure	1,158	23,998	32,140	8,142	0	8,142	74.7%	0
Net Income over Expenditure	(1,158)	533,576	525,434	(8,142)				
105 Corporate Management								
4000 Salaries	10,760	97,455	145,000	47,545		47,545	67.2%	
4008 Travel and Subsistance	0	437	2,100	1,663		1,663	20.8%	
4010 Conferences and Training	0	1,464	2,500	1,036		1,036	58.6%	
4125 Bank Charges	417	706	1,000	294		294	70.6%	
4130 Accountancy/Corporate Gov.	416	3,214	2,200	(1,014)		(1,014)	146.1%	
4131 Internal Audit	0	275	600	325		325	45.8%	
4132 External Audit	0	1,300	1,500	200		200	86.7%	
4135 Legal and Professional	0	702	500	(202)		(202)	140.4%	
4140 Employment/Health & Safety	0	21	2,140	2,119		2,119	1.0%	
Corporate Management :- Indirect Expenditure	11,594	105,573	157,540	51,967	0	51,967	67.0%	0
Net Expenditure	(11,594)	(105,573)	(157,540)	(51,967)				
110 Democratic Services								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	470	1,000	530		530	47.0%	
4220 Civic Officers	0	35	1,200	1,165		1,165	2.9%	
Democratic Services :- Indirect Expenditure	0	505	10,300	9,795	0	9,795	4.9%	0
Net Expenditure	0	(505)	(10,300)	(9,795)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	0	3,532	10,000	6,468		6,468	35.3%	
4236 Community Centre	0	8,000	8,000	0		0	100.0%	
4237 Grange Court	0	7,000	7,000	0		0	100.0%	
4238 Youth Funding	0	2,147	9,000	6,853		6,853	23.9%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	0	483	0	(483)		(483)	0.0%	
Grants :- Indirect Expenditure	0	29,161	42,000	12,839	0	12,839	69.4%	0
Net Income over Expenditure	0	(28,679)	(42,000)	(13,321)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	700	7,118	17,000	9,882			41.9%	
1403 Income Flat	(267)	3,159	13,000	9,841			24.3%	
Corn Square :- Income	433	10,278	30,000	19,722			34.3%	0
4180 Cleaning	61	3,251	2,400	(851)		(851)	135.4%	
4181 Window Cleaning	0	46	600	554		554	7.7%	
4182 Electricity	232	1,528	3,500	1,972		1,972	43.7%	
4183 Gas	219	1,234	3,500	2,266		2,266	35.3%	
4185 Business Rates	1,010	9,095	11,500	2,405		2,405	79.1%	
4186 Water Rates	76	684	1,800	1,116		1,116	38.0%	
4187 Repairs and Renewals	140	3,327	3,500	173		173	95.1%	
4188 Fixtures and Fittings	435	2,112	2,500	388		388	84.5%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,173	34,913	57,034	22,121	0	22,121	61.2%	0
Net Income over Expenditure	(1,740)	(24,635)	(27,034)	(2,399)				
<u>130 Tourist Information</u>								
1010 Income-Commission	0	37	1,400	1,363			2.6%	
1510 Income-Coach trips	0	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	180	1,398	4,900	3,502			28.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1512 Income-Cards	98	386	1,400	1,014			27.6%	
1513 Income-Souvenirs	694	1,608	6,600	4,992			24.4%	
1514 Income-Food/Drinks	326	927	4,500	3,573			20.6%	
1515 Income-Craft	29	225	2,400	2,175			9.4%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	171	4,044	0	(4,044)			0.0%	
Tourist Information :- Income	1,498	8,646	29,500	20,854			29.3%	0
3000 Cost of Sales	201	2,959	18,000	15,041		15,041	16.4%	
3010 Costs-Coach Trips	0	21	8,000	7,979		7,979	0.3%	
3013 Costs-Souvenirs	110	110	0	(110)		(110)	0.0%	
4000 Salaries	4,038	35,630	50,000	14,370		14,370	71.3%	
4028 Green Sacks Purchase	400	4,000	0	(4,000)		(4,000)	0.0%	
Tourist Information :- Indirect Expenditure	4,749	42,721	76,000	33,279	0	33,279	56.2%	0
Net Income over Expenditure	(3,251)	(34,075)	(46,500)	(12,425)				
Finance and General Purposes :- Income	1,931	576,979	617,074	40,095			93.5%	
Expenditure	19,674	236,872	375,014	138,142	0	138,142	63.2%	
Movement to/(from) Gen Reserve	(17,743)	340,108						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Environment and Services								
201 Open Spaces								
1111 Income-Lengthmans Scheme	4,200	4,200	0	(4,200)			0.0%	
Open Spaces :- Income	4,200	4,200	0	(4,200)				0
4000 Salaries	10,232	116,010	171,000	54,990		54,990	67.8%	
4006 Uniforms	74	1,434	1,400	(34)		(34)	102.5%	
4027 Equipment	21	827	3,000	2,173		2,173	27.6%	
4187 Repairs and Renewals	22	418	3,000	2,582		2,582	13.9%	
4300 Maintenance	855	1,872	8,000	6,128		6,128	23.4%	
4313 Lengthman Scheme	0	4,200	0	(4,200)		(4,200)	0.0%	
4320 Vehicle Maintenance	194	2,725	3,000	275		275	90.8%	
4321 Vehicle Fuel	92	2,309	3,000	691		691	77.0%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	0	4,802	7,000	2,198		2,198	68.6%	
4355 Tree Management	0	2,760	2,500	(260)		(260)	110.4%	
4356 Climate Management	0	2,500	3,000	500		500	83.3%	
4999 Reallocated Labour Costs	0	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	11,490	139,460	205,400	65,940	0	65,940	67.9%	0
Net Income over Expenditure	(7,290)	(135,260)	(205,400)	(70,140)				
202 Depot								
4050 Insurance	56	554	0	(554)		(554)	0.0%	
4180 Cleaning	0	441	900	459		459	49.0%	
4182 Electricity	54	408	800	392		392	51.0%	
4185 Business Rates	196	981	2,100	1,119		1,119	46.7%	
4186 Water Rates	50	187	550	363		363	34.1%	
4187 Repairs and Renewals	0	4,984	3,055	(1,929)		(1,929)	163.1%	
4188 Fixtures and Fittings	0	2,150	1,000	(1,150)		(1,150)	215.0%	
Depot :- Indirect Expenditure	356	9,705	8,405	(1,300)	0	(1,300)	115.5%	0
Net Expenditure	(356)	(9,705)	(8,405)	1,300				
203 Allotments								
1120 Income-Allotments	143	4,294	5,000	706			85.9%	
Allotments :- Income	143	4,294	5,000	706			85.9%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	166	1,120	1,500	380		380	74.6%	
4186 Water Rates	34	306	500	194		194	61.2%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4188 Fixtures and Fittings	0	22	0	(22)		(22)	0.0%	
4300 Maintenance	0	1,990	1,000	(990)		(990)	199.0%	
Allotments :- Indirect Expenditure	200	4,005	3,500	(505)	0	(505)	114.4%	0
Net Income over Expenditure	(58)	290	1,500	1,210				
<u>205 Market</u>								
1402 Income-Market	0	2,040	16,000	13,960			12.8%	
Market :- Income	0	2,040	16,000	13,960			12.8%	0
4005 Market Management	0	2,616	6,000	3,384		3,384	43.6%	
4020 Advertising	0	250	2,000	1,750		1,750	12.5%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	0	3,224	8,360	5,136	0	5,136	38.6%	0
Net Income over Expenditure	0	(1,184)	7,640	8,824				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	1,482	1,700	218		218	87.2%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	0	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	165	1,931	4,450	2,519	0	2,519	43.4%	0
Net Expenditure	(165)	(1,931)	(4,450)	(2,519)				
<u>225 The Grange Toilets</u>								
4182 Electricity	46	236	1,100	864		864	21.4%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	0	185	500	315		315	37.1%	
The Grange Toilets :- Indirect Expenditure	46	977	3,600	2,623	0	2,623	27.1%	0
Net Expenditure	(46)	(977)	(3,600)	(2,623)				
<u>250 Economic Development</u>								
4023 Newsletter	120	1,200	1,560	360		360	76.9%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	40	467	5,000	4,533		4,533	9.3%	
4370 Leominster in Bloom	0	298	5,000	4,702		4,702	6.0%	
4375 CCTV	2,759	11,034	11,035	1		1	100.0%	
4380 Festive Lights	0	19,452	16,000	(3,452)		(3,452)	121.6%	
Economic Development :- Indirect Expenditure	2,919	32,452	38,845	6,393	0	6,393	83.5%	0
Net Expenditure	(2,919)	(32,452)	(38,845)	(6,393)				

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	0	1,043	30,000	28,957			3.5%	0
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	0	36,637	0	(36,637)		(36,637)	0.0%	
4700 Loan Repayments	0	7,603	14,000	6,397		6,397	54.3%	
4710 Capital Fund	0	0	85,000	85,000		85,000	0.0%	
4715 Secret Garden-Loan Funded	225	5,116	10,000	4,884		4,884	51.2%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	225	49,377	139,000	89,623	0	89,623	35.5%	0
Net Income over Expenditure	(225)	(48,334)	(109,000)	(60,666)				
Environment and Services :- Income	4,343	11,577	51,000	39,423			22.7%	
Expenditure	15,399	241,130	411,560	170,430	0	170,430	58.6%	
Movement to/(from) Gen Reserve	(11,057)	(229,554)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	179	4,500	4,321		4,321	4.0%	
Planning and Highways :- Indirect Expenditure	0	179	4,500	4,321	0	4,321	4.0%	0
Net Expenditure	0	(179)	(4,500)	(4,321)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	179	4,500	4,321	0	4,321	4.0%	
Movement to/(from) Gen Reserve	0	(179)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
<u>901 Earmarked Reserves</u>								
9000 Election Reserve	0	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equipment Rolling Programme	0	5,150	20,725	15,575		15,575	24.8%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Precept Support Reserve	0	21	51,800	51,779		51,779	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	14,125	27,638	13,513		13,513	51.1%	
9008 Unspent Loans	0	0	150,466	150,466		150,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	22,400	305,629	283,229	0	283,229	7.3%	0
Net Expenditure	0	(22,400)	(305,629)	(283,229)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	22,400	305,629	283,229	0	283,229	7.3%	
Movement to/(from) Gen Reserve	0	(22,400)						
Grand Totals:- Income	6,273	588,556	668,074	79,518			88.1%	
Expenditure	35,073	500,582	1,096,703	596,121	0	596,121	45.6%	
Net Income over Expenditure	(28,800)	87,974	(428,629)	(516,603)				
Movement to/(from) Gen Reserve	(28,800)	87,974						

Notes from Budget Task & Finish group: Setting the budget for 2021/2022

For 2021/22 tax base is 3446.71

Note that the tax base for current year (2020/21) is 3678.52. This reduction of 231.81 means a loss of at least £35,138 from our annual income.

Herefordshire has indicated that their Council Tax increase will be 4.99% and it is our intention to have a lower increase than this.

EXPENDITURE

Staffing;

We suggest that staffing levels are maintained.

The budget consultation indicates that the tasks regularly carried out by the Environment team are of the highest priority.

Additional admin work will result from the HHAZ and Market Town Regeneration projects.

As there is now a Democratic Assistant in post, the Town Clerk can focus on optimising resources and maximising income.

A 3% salary increase has been budgeted. If the NJC agrees a lower rate the excess will be moved to another budget head.

110 Democratic Services: Current year £10,300, reducing to £6000 for 21/22

Reduced Mayor's allowance (usually underspent).

Reduced Mayor making, civic events and civic regalia allocations.

115 Grants: Current year £42,000, reducing to £30,000 for 21/22.

Grant of £8,000 to Shropshire CAB has been removed from the budget. CAB was low in the priority list on the budget consultation analysis. Hereford CAB is now offering a service which Leominster residents can use.

Youth funding reduced to £4,500 (was £9,000). Underspent for 2 years. Last year's unspent allocation is ring-fenced in reserves.

125 Corn Square: Current year £57,034, reducing to £55,600 for 21/22

Gas and Electricity costs should reduce after fitting of new boiler etc.

Repairs/renewals and fixtures/fittings should be minimal.

130 Tourist Information:

Expenditure on stock has increased – green sacks

Purchases and sales are being re-coded to provide better data for sales analysis.

201 Open Spaces: Current year £205,400 reducing to £180,028 for 21/22

Overtime costs reduced – routine overtime no longer permitted.

Reduced allocations to repairs & renewals, equipment and maintenance.

202 Depot:

Minimal allowance for fixtures/fittings and repairs/renewals.

203 Allotments: Current year £3500, reducing to £2900 for 21/22

Miscellaneous deleted from budget.

250 Economic Development: Current year £38,845, reducing to £35,810 for 21/22

The allocation to Leominster in Bloom has been reduced. This appears regularly as an under-spend, as costs for support (staff time and resources for watering etc) are integrated into environmental team activities included under 201. Please note that the same level of support will continue to be provided.

The events fund is reduced.

Commitment to spend on CCTV and Festive lights has already been made.

260 Capital Projects

This covers PWLB loan repayment.

Any unfinished activity relating to the refurbishment of Central and Grange Toilets (£20,000 allocated reserves) will be carried forward.

We suggest that the Grants and Projects Officer should seek funding for other projects during the year, including the updating of the Grange Play area which was noted as a priority from the Budget Consultation.

INCOME

125 Corn Square:

Income projected the same as current year.

A review of rents and charges will be undertaken with a view to revise charges from April 2021 – they have remained constant since moving in to Corn Square.

130 Tourist Information:

Income has increased – green sacks

203 Allotments:

Income projected the same as current year. Full occupancy anticipated as there is a waiting list.

205 Market:

Income projected the same as current year.

We have not planned to draw on reserves.

///NALC



LEOMINSTER TOWN COUNCIL

MODEL STANDING ORDERS

~~Adopted on: 15th December 2014~~

~~Last amended on: 15th December 2014~~

~~Re-adopted on: 18th May 2015~~

~~Re-adopted on: 16th May 2016~~

~~Re-adopted on: 15th May 2017~~

~~Amended on: 14th May 2018~~ **2018 FOR ENGLAND**

(REVISED 2020)

~~Re-adopted: 13th May 2019~~

~~(Model Issued by NALC in 2018)~~

Model standing orders that are in bold type contain statutory requirements.

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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~~ 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.

DRAFTING NOTES

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model 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. It is NALC’s view that all model standing orders will generally be suitable for councils.

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.

A model standing order that includes brackets like this ‘ () ’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘ [] ’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

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~~1. RULES OF DEBATE AT MEETINGS~~

- ~~a.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.b~~ A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- ~~e.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.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.e~~ An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- ~~f.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.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.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.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.j~~ Subject to standing order 1(k) ~~below,~~ 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.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.

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

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

~~n~~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 ~~of~~on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

~~e~~e~~o~~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;
- 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. ~~into~~into exercise ~~of~~of a right of reply.

~~p~~p During the debate ~~of~~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.

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

~~r~~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-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-t~~ Excluding motions moved ~~understanding~~under standing order 1(~~r- above~~), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ~~3()~~ minutes without the consent of the chairman of the meeting.

~~2. DISORDERLY CONDUCT AT MEETINGS~~

~~2. Disorderly conduct at meetings~~

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

~~b-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.

~~e-c~~ If a resolution made under standing order 2(b)-~~above~~ 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~~

~~3. x Meetings generally~~

Full Council meetings _____ ●

~~y~~ _____ Committee meetings ●

- ~~X~~ ● 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.
a _____
- ~~X~~ ● 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.
b _____
- ~~Y~~ ● 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 unless the meeting is convened at shorter notice:
c OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- ~~X~~ ● ~~Y~~ ● 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.
d _____
- 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.
e _____
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) ~~above~~ shall not exceed ~~15~~() minutes unless directed by the chairman of the meeting.
f _____
- g. Subject to standing order 3(f) ~~above~~, a member of the public shall not speak for more than ~~3~~() minutes.
g _____
- h. In accordance with standing order 3(e) ~~above~~, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
h _____
- i. [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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.
i _____

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

j

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.

k

X 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.

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~~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.~~

~~m~~

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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.

X 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.

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X 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).

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X 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.

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

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X 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.

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

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

s

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

- the time and place of the meeting;
- the names of councillors who are present and the names of councillors who are absent;
- interests that have been declared by councillors and non-councillors with voting rights;
- the grant of ~~dispensation, dispensations~~ (if any,) to ~~Councillors~~councillors and non-councillors with voting rights;
- whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- if there was a public participation session; and
- ~~vii.~~ the resolutions made.

vii.

- ~~X~~ u.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~~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.**

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- **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.

~~X~~ 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) below for the quorum of a committee or sub-committee meeting.~~

~~X~~ ~~Y~~ ~~Z~~ 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.

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~~w~~
~~x-x~~ A meeting ~~should~~shall not exceed a period of 2() hours.

~~4. COMMITTEES AND SUB-COMMITTEES~~

4. Committees and sub-committees

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

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

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

d-d The ~~council~~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~~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)~~-above,~~, appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c)~~-above,~~, 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 ~~7 (seven)~~ 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;

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

~~vii.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;

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

~~ix.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;

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

~~xi.xii.~~ may dissolve a committee: or a sub-committee.

~~5. ORDINARY COUNCIL MEETINGS~~

5. Ordinary council meetings

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

~~b.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.c.~~ If no other time is fixed, the annual meeting of the ~~council~~Council shall take place at 6pm.

~~d.d.~~ In addition to the annual meeting of the ~~council~~Council, at least three other ordinary meetings shall be held in each year on such dates and times as the ~~council~~Council decides.

~~e.e.~~ The first business conducted at the annual meeting of the ~~council~~Council

shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.

- f.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~~**Council**.
- g-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~~**Council**.
- h-h** In an election year, if the current Chairman of the Council has not been re-elected as a member of the ~~council~~**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 ~~must~~**shall** give a casting vote in the case of an equality of votes.
- i.i** In an election year, if the current Chairman of the Council has been re-elected as a member of the ~~council~~**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 ~~must~~**shall** give a casting vote in the case of an equality of votes.
- j.j** Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting ~~of the council~~, the business ~~of the annual meeting~~ 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~~**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~~**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~~**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 ~~above~~;
- 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~~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~~Council's and/or staff subscriptions to other bodies;
- xvi. Review of the ~~council's~~Council's complaints procedure;
- xvii. Review of the ~~council's~~Council's policies, procedures and practices in respect of its obligations under ~~Freedom~~freedom of ~~Information~~information and data protection legislation (see *also* ~~Standing Orders~~standing orders 11, 20 and 21);
- xviii. Review of the ~~council's~~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.
- ~~xx-xxi.~~ xxxi. Determining the time and place of ordinary meetings of the ~~full~~ ~~council~~Council up to and including the next annual meeting of ~~full~~ ~~council~~the Council.

~~6. EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES~~

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

~~a-a~~ The Chairman of the Council may convene an extraordinary meeting of the ~~council~~Council at any time.

~~b-b~~ If the Chairman of the Council does not ~~or refuses to~~ call an extraordinary meeting of the ~~council~~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~~Council. The public notice giving the time, place and agenda for such a meeting ~~must~~shall be signed by the two councillors.

~~c-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-d~~ If the chairman of a committee [or a sub-committee] does not ~~or refuses to~~ call an extraordinary meeting within ~~7~~() days of having been requested ~~by~~ to do so by ~~2~~() members of the committee [or the sub-committee-], any ~~4~~() members of the committee ~~and~~[or the sub-committee] may convene an extraordinary meeting of ~~the~~ committee ~~and~~[or a sub-committee-].

~~7. PREVIOUS RESOLUTIONS~~

7. Previous resolutions

~~a-a~~ A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least ~~6~~() councillors to be given to the Proper Officer in accordance with standing order ~~9~~below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

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

~~8. VOTING ON APPOINTMENTS~~

8. Voting on appointments

~~a.a~~ Where more than two persons have been nominated for a position to be filled by the ~~council~~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~~

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

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

~~b.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 ~~7~~7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

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

~~d.d~~ If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) ~~above~~ 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 ~~so that it can be understood~~ at least ~~5~~5 clear days before the meeting.

~~e.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.f~~ ~~Subject to standing order 9(e) above, the~~ The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

~~g.g~~ Motions received shall be recorded ~~in a book for that purpose~~ and numbered in the order that they are received.

~~h.h~~ Motions rejected shall be recorded ~~in a book for that purpose~~ with an explanation by the Proper Officer of the reason for ~~their~~ rejection.

~~10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE~~

10. Motions at a meeting that do not require written notice

~~a.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 ~~sensitive~~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 ~~at~~the meeting.

~~11. MANAGEMENT OF INFORMATION~~

~~11. (Management of information~~

See also ~~Standing Order~~standing order 20).

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

~~12. DRAFT MINUTES~~

~~12. Draft minutes~~

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

- 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 () held on [date] in respect of () 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~~

13. Code of conduct and dispensations

See also standing order 3(u) ~~above~~.

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

~~b-b~~ b-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-c~~ c-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~~ Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

~~e-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-e~~ A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the ~~council~~Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

~~f-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-g~~ Subject to standing orders 13(d) and (f) ~~above, dispensations requests~~, 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~~Council, or committee or a sub-committee for which the dispensation is required-].

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

- 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~~Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

~~14. CODE OF CONDUCT COMPLAINTS~~

14. Code of conduct complaints

a-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~~Council's code of conduct, the Proper Officer shall, subject to standing order 11-~~above~~, report this to the ~~council~~Council.

b-b Where the notification in standing order 14(a)-~~above~~ 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~~Council has agreed what action, if any, to take in accordance with standing order 14(d)-~~below~~].

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

~~15. PROPER OFFICER~~

15. Proper officer

a-a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the ~~council~~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).**

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 () 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;**
- 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. liaise, as appropriate, with the Council's Data Protection Officer; (if there is one);
- 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. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the **Planning &**

~~Highways Committee~~[Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () 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 & Highways Committee;~~[the Council] OR [() committee];

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

~~16. RESPONSIBLE FINANCIAL OFFICER~~

16. Responsible financial officer

~~a-a~~ The ~~council~~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~~

17. Accounts and accounting statements

~~a-a~~ “Proper practices” in ~~Standing Orders~~standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide.”

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

~~c-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~~Council’s receipts and payments (or income and expenditure) for each quarter;
- ii. the ~~council’s~~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

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

~~d-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~~Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the ~~full council~~Council the accounting statements for the year in the form of Section ~~12~~ of the annual governance and accountability return, as required by proper practices, for consideration and approval.

~~e-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~~

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:
 - 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 a local newspaper and 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.
- 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 £181,302,189,330 for a public service or supply contract or in excess of £4,551,413,733,252 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 ~~£363,424,378,660~~ for a supply, services or design contract; or in excess of £4,551,413,733,252 for a works contract; or ~~£820,370,663,540~~ 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~~

19. Handling staff matters

~~a.a~~ A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ~~Personnel Sub-Committee~~() committee] OR [the () sub-committee] is subject to standing order 11 ~~above~~.

~~b.b~~ Subject to the ~~council's~~Council's policy regarding absences from work, the ~~council's~~Council's most senior member of staff shall notify the chairman of ~~the Personnel Sub-Committee~~[the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman ~~of the Personnel Sub-Committee~~(if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to ~~the Personnel Sub-Committee~~[the () committee] OR [the () sub-committee] at its next meeting.

~~c.c~~ The chairman of ~~the Personnel Sub-Committee~~[the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the ~~Town Clerk~~member of staff's job title]. The reviews and appraisal shall be reported in writing and ~~is~~are subject to approval by resolution by [the ~~Personnel Committee~~:() committee] OR [the () sub-committee].

~~d.d~~ Subject to the ~~council's~~Council's policy regarding the handling of grievance matters, the ~~council's~~Council's most senior ~~employee~~member of staff (or other ~~employees~~members of staff) shall contact the chairman of [the ~~Personnel Sub-Committee~~() committee] OR [the () sub-committee] or in his absence, the vice-chairman of ~~the Personnel Sub-Committee~~[the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~the Personnel Committee~~:[the () committee] OR [the () sub-committee].

~~e.e~~ Subject to the ~~council's~~Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [~~the Town Clerk~~member of staff's job title] relates to the chairman or vice-chairman of [~~the Personnel Committee,~~() committee] OR [~~the () sub-committee~~], this shall be communicated to another member of ~~the Personnel Committee,~~[the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of ~~the Personnel Committee,~~[the () committee] OR [the () sub-committee].

~~f.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.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~~

~~20. (Responsibilities to provide information~~

See also ~~Standing Order~~standing order 21).

~~a~~ ~~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.~~ ~~b.~~ [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] 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~~

~~21. (Responsibilities under data protection legislation~~

Below is not an exclusive list).

See also standing order 11.

- a The Council ~~shall consider the appointment of~~may appoint a Data Protection Officer ~~as Good Practice.~~
- b **The Council shall have policies and procedures in place to respond to an individual exercising ~~his~~ 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~~

22. Relations with the press/media

- ~~a.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~~

23. Execution and sealing of legal deeds

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

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

- b **[Subject to standing order 23(a) ~~above~~], the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

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

~~24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS~~

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

24. Communicating with district and county or unitary councillors

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

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

~~25. RESTRICTIONS ON COUNCILLOR ACTIVITIES~~

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
- i. inspect any land and/or premises which the ~~council~~Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

~~26. STANDING ORDERS GENERALLY~~

26. Standing orders generally

a-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-b A motion to add to or vary or revoke one or more of the ~~council's~~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 ~~2 Councillors~~ () councillors to be given to the Proper Officer in accordance with standing order 9-~~above~~.

~~e.c~~ c The Proper Officer shall provide a copy of the ~~council's~~ 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.

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The Model Standing Orders 2018 for England were revised in 2020.

~~e~~.

Financial Regulations adopted by Leominster Town Council at its meeting held on
Monday 13th May 2019.

**LEOMINSTER TOWN COUNCIL
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by Leominster Town Council at its Meeting held on Monday 13th May 2019.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the Council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the Council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. 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;

¹ Model standing orders for Councils are available in Local Councils Explained © 2013 National Association of Local Councils

- determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the Council up to date in accordance with proper practices;
 - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations².
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

² In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- consider and approve any grant requested or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC) or *Governance and Accountability for Local Councils in Wales - A Practitioners' Guide*, available from the websites of One Voice Wales (OVW) and SLCC as appropriate.

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be 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 for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the Council;
 - initiate or approve accounting 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.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.
- 3.3. The Council shall consider annual budget proposals in relation to the Council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The Council shall fix the precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5,000;
 - a duly delegated committee of the Council for items over £2,000; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £2,000.

Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the clerk may authorise revenue expenditure on behalf of the Council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,000. The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or Finance Committee. The Council and committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council or Finance Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council or Finance Committee Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of 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;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee; or
 - c) 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.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £2,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or the duly delegated Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a Council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council or Finance Committee at the next convenient meeting.
- 6.7. If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments

are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.

- 6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk/RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk/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.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the Finance Committee and authority for topping-up shall be at the discretion of the Finance Committee.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) 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 the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each

payment is reported to the next available Council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk/RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which 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 (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts

Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- f. 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.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18(c),⁵ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that 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, provided that the specification does not change, no

³ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

⁴ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁵ Based on NALC’s model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. 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.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the 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.
- 14.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing 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).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing 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).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2. 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.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5. 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.

16. CHARITIES

- 16.1. 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/RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and

consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The Council may, by resolution of the Council 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 drawn up and presented in advance to all members of Council.