



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524

Email: Becky.buck@longstrattontowncouncil.gov.uk

Website: www.longstrattoncouncil.info

AGENDA AND NOTICE OF MEETING

Councillors are summoned to attend a meeting of Long Stratton Town Council meeting which is to be held on Monday 11th April 2022 at 7pm at the Pavilion, community room.

1. To receive applicants for co-option
2. To receive apologies for absence
3. To receive disclosures of interest and dispensations
4. To allow members of the public and district and county councillors to speak - max 20 Minutes
5. To approve the minutes of the meeting held on 14th March 2022
6. To note the Clerks report and to ask any questions arising from the report.
7. Financial and Governance items
 - a. To approve and note receipts and payments since 14th March 2022
 - b. To note credit card payments since 14th March 2022
 - c. To approve 50% contribution for Hayntons Lane maintenance up to £1440.
8. To discuss and decide on bowls club placing a sign at the entrance of the car park
9. To discuss and decide on LSFC request to install floodlights around the bottom pitch.
10. To discuss and decide on replacing play equipment on a piecemeal basis.
11. To note the footpath report provided by the footpath warden.
12. To receive committee updates.
 - a. Planning & Highway Committee
 - i. To note the planning minutes from 21st March 2022
 - b. Events Committee
 - i. To note the events minutes from 21st March 2022
 - c. Finance Committee
 - i. To note the finance minutes from 28th March 2022
 - ii. To discuss and decide on recommendations from the finance committee
 1. Financial Regulation policy
 2. Investment policy
 3. Financial Risk Management
 4. Stranding Orders
 5. Code of Conduct
13. Meeting dates
 - a. Leisure & Pavilion committee – 26th April 2022 @ 11am (site visit)
 - b. Finance committee – 25th April 2022 @ 7pm
 - c. Full Council - 9th May 2022 @ 7pm (Annual Town Council Meeting)
14. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
15. Staffing Matters
 - a. Accident at work – update.



Long Stratton Town Council

MINUTES OF MEETING HELD ON 14th MARCH @ 7pm IN THE COMMUNITY PAVILION ROOM

In attendance: Councillors Mathew Pochin, (Acting Chair), Judith Baker, David Ridgway, Diane Woodham, Christina Kenna, Susan Smith, Andrew Lansdell (19:05) Louise Mundford (20.20) & Robert Mackenzie

1 member of the public

District Councillor Josh Worley

Becky Buck Clerk & RFO, Emma Blizzard, Council Officer.

1. **To receive applicants for co-option**
There were no applicants for co-option.
2. **To receive apologies for absence**
Councillor Lunness gave apologies due to ill health; these were noted by the Council.
3. **To receive disclosures of interest and dispensations**
There were no disclosures of interest or dispensation.
4. **To allow members of the public and district and county councillors to speak - max 20 Minutes**
District Councillor Worley apologised for meeting absences which were work related. Apologies from Councillor Thomas as she was unable to attend the meeting. Budget was passed on the 7th March 2022, there will be a £20 million investment for day to day investment in South Norfolk.

Councillor Lansdell joined the meeting at 19:05.

100 million capital investment programme will be spent in South Norfolk to support the economy, this includes the bypass. Council tax will be increasing by £5 per band D property. This is unfortunate as cost of living is increasing however it is required to continue deliver council services. CIL investment scheme will be available to Town and Parish Councils to help deliver infrastructure. £300 grant is available for the Queens Jubilee festivities. Council tax rebate is underway, all residents are encouraged to pay their Council Tax by direct debit as this makes the rebate easier to process. There are several Ukranian famalies in South Norfolk and it is intended that family members may be coming to join them. There is a potential to use Cygnet House as a temporary housing venue. Big litter pick is starting on 14th March to 31st June, there is a £20 reward for every group that takes part.

A member of the public commented that she felt a minute silence at the beginning of the meeting for Ukraine would be appropriate. Please can there be more information in the Sexton's Wheel.

Signed by the Chairman

Date



Long Stratton Town Council

She reported that the tree in the car park behind Ice House precinct is obscuring the street light and could the Council check Brands Lane for fly tipping.

5. To approve the minutes of the meeting held on 7th February 2022

The minutes of the meeting were approved by the Council and signed by the Chairman as a true copy.

6. To note the Clerks report and to ask any questions arising from the report.

The Clerk's report was noted by the Council.

7. Financial and Governance items

a. To approve and note receipts and payments since 7th February 2022

Payments totalling £33,617.06 were noted and approved by the Council.

Receipts totalling £35,839.36 inclusive of a £25,000 internal transfer were noted by the Council.

b. To note credit card payments since 7th February 2022

Payments totalling £1,768.97 were noted by the Council.

8. To discuss and decide on draft newsletter

The Council were happy with the content it was requested of Councillors to be listed alphabetically and for the font to be bigger, this would mean that the newsletter would be over 8 pages. There are 2500 houses to deliver too. Clerk to ask producers of the Sexton's Wheel if the newsletter could be delivered at the same time. The Council were aware that there may be a charge levied for this.

9. To discuss and decide on date for Annual Parish Meeting no later than 1st June 2022.

23rd May was proposed by Councillor Baker and approved by Council, time was set for 7pm.

10. To declare all open spaces under a legal power

a. Playing fields

Power to acquire and maintain land for public recreation, Public Health Act 1875, s.164

b. The Plain

Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 ss.124, 126, 127.

c. Strip of land by footpath 12

Power to acquire and maintain land for open space, Open Spaces Act 1906, ss.9 & 10.

d. Any other land maintained by the Council.

Land at Wood Green – Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972 ss.124, 126, 127.

11. To receive feedback on play equipment consultation and note the next steps.



Long Stratton Town Council

Feedback was provided and it was noted that grant funding was the next step.

12. To receive committee updates.

a. Planning & Highway Committee

- i. To note the planning minutes from 14th February & 28th February 2022
Planning minutes from 14th & 28th February were noted by the Council.
- ii. To discuss and decide on response to the 1800 home hybrid planning application.
Following a lengthy discussion, it was approved to submit the planning committee comments and questions.

b. Events Committee

- i. To note the events minutes from 21st February 2022
The minutes of the meeting held 21st February 2022 were noted by the Council.

13. Meeting dates

- a. Events committee, March 22nd at 7pm.
Councillor Ridgway gave apologies due to a prior commitment, the Council agreed to change the date to 21st at 7pm.
- b. Full Council 11th April 2022
Noted
- c. Planning 21st March at 6pm
Councillor Ridgway gave apologies due to a prior commitment.
- d. Finance 28th March at 7pm.
Noted
- e. Finance 25th April at 7pm
Noted

Councillor Mundford joined the meeting at 20:20.

14. To close the meeting to press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information (land, contracts, staffing matters)
There were no members of the press or public to dismiss.

15. Staffing Matters

- a. Accident at work – update.
The clerk gave an update.

With there being no further business, the chairman closed the meeting at 20:29.



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Clerks report – 11 April 2022

Clerks report is designed to keep all members in the 'loop' regarding operational decisions made by officers as per scheme of delegation and to feedback on strategic decisions made by the Council.

- Tablets should now be operational and .gov.uk email addresses will be used from now on.
- Preparing for year end.
- Instructed Westcotec to install the bus shelter on The Street
- Attended 2 conferences
- Requested quote for gym equipment to be serviced and instruction plates to be replaced.
- The office staff have restructured their working structure and we had our first team meeting. We now have a centralized to do list and email account from which we can chisel away at the outstanding work volume and ensure we are all supporting each other to get work completed more efficiently.
- Worked with Jess to start putting in place preparation for the summer event
- I have started looking at funding streams for the play equipment refurbishment.
- I have reviewed 5 policies (agenda item) and have started to look at the HR policies for the staffing committee's review. It is my intention to produce 5 policies per month.
- I have arranged whole council training for June 20th
- I have arranged further training for Jess on the website
- I have arranged internal training for office staff on the Councils constitutional documents.
- I have started the restructuring of the Councils folder structure in preparation to go as paperless as possible as office space is sparse.
- I have worked on finance- both for year end but also so that we can work more efficiently in the office in line with the finance committee recommendations.
- Have amended the newsletter and ordered copies from Paws Printing ready for delivery.
- I am in contact with Tasburgh PC regarding a cycle path, meeting to be arranged.

Items outstanding from previous reports

- I have delegated to Emma
 - Acoustic Panel research
 - Flag pole purchasing research
 - A hot spot dog poo letter
 - Website updates to assist Jess whilst Jess is on leave and concentrating on the Queens jubilee.

Coming up – insurance renewal, advertising the pavilion to its full potential, preparing for the APM and rolling over the financial year.

Jess's report

- Speaking to Saffron Housing and now have confirmation that the fence at 18 Manor Road is their responsibility and is being fixed. I am still chasing them to get the fence fixed.
- Event planning for the Queens Platinum Jubilee in June (this is taking up most of my time currently)
- Training Emma on website use.
- Annual leave
- Usual office admin, inc telephone calls and members of the public in the Pavilion
- Liaising with Paws Print regarding the newsletter
- Adhoc work that arises on the day

Emma's report

- Requesting quotes for acoustic panels
- Chasing quotes for flag pole installation – will check with Tom to see if he can install
- All matters relating to planning
- Events meeting in Becky's absence including minute writing.
- Assisting Jess with the Jubilee
- Training
- Created a dog poo hotspot letter
- Researching outdoor games for the Jubilee
- Tablet distribution.

Tom's report will be tabled.

To note

Ton, Jess and I have annual leave booked between 11th April – May 9th.

Newsletter will be ready for delivery. Where possible, please can members volunteer to deliver to streets nearby otherwise we will be left with no option other than for office staff to deliver and/or paying someone to do so. There will be newsletters and streets available Monday evening.



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MINUTES OF THE PLANNING COMMITTEE MEETING

MONDAY 21ST MARCH 2022 @ 6PM AT THE TOWN COUNCIL PAVILION

In attendance: Councillors Baker, Lansdell, Mackenzie, Smith and Woodham

Emma Blizard (Admin Assistant)

1. To consider apologies for absence

Councillor Ridgway gave apologies for reasons of work commitments

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation.

3. To sign previous planning minutes from meetings held on 28th February 2022

The minutes of the planning meeting were signed by Councillor Lansdell as a true copy.

4. To review SAM2 data

Current SAM2 data was not available to review at this meeting

5. To discuss and decide on planning applications received by 5.00pm on 21st March 2022 (see below)

2022/0309

Applicant: Mr Daniel Coles

Location: Thatch Cottage, Wood Green, Long Stratton Norfolk NR15 2RR

Proposal: Demolition of existing outbuilding and erection of new extension to rear with internal alterations and inclusion of link corridor connecting to existing dwelling

Application Type: Householder

Concerns were raised regarding the types and colours of materials being used on the exterior and roof of the extension for suitability as not clearly stated.

2022/0310

Applicant: Mr Daniel Coles

Location: Thatch Cottage, Wood Green, Long Stratton Norfolk NR15 2RR

Proposal: Demolition of existing outbuilding and erection of new extension to rear with internal alterations and inclusion of link corridor connecting to existing dwelling

Application Type: Listed building consent

Concerns were raised regarding the types and colours of materials being used on the exterior and roof of the extension for suitability as not clearly stated.

Chairman.....Date.....



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2022/0278

Applicant: Mr Robin Ciorra

Location: Holly Tree House, Ipswich Road, Long Stratton NR15 2TF

Proposal: Installation of solar panels to the roof at the rear (west) of property and an Electric Vehicle (EV) charge point to north side of house

Application Type: Householder

This application was supported.

2022/0279

Applicant: Mr Robin Ciorra

Location: Holly Tree House, Ipswich Road, Long Stratton NR15 2TF

Proposal: Installation of solar panels to the roof at the rear (west) of property and an Electric Vehicle (EV) charge point to north side of house

Application Type: Listed building consent

This application was supported.

2022/0392

Applicant: Mr Adrian Garrod

Location: 12 Churchfields Road, Long Stratton NR15 2WH

Proposal: Single storey side and rear extension

Application Type: Householder

This application was supported.

6. To note previously submitted planning applications

Previous planning applications were noted.

3 entries were not recognised as being presented at previous meetings for review – 2021/2552, 2021/2806, 2022/0112. Previous agenda and meeting notes were checked, the 3 applications had not been previously submitted to the committee.

With their being no other business, the Chairman closed the meeting at 19:05

Chairman.....Date.....



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Minutes of the Events Committee held on Monday 21st March 2022 at 7:00pm in the Town Council Office

In attendance: Councillors Judith Baker, Kelly Lunness, Matt Pochin and Di Woodham
Emma Blizard (Admin Assistant)

1. To consider apologies for absence

Councillors David Ridgway gave apologies for reasons of work commitments and Louise Mundford for reasons of childcare

2. To receive disclosures of interest and dispensations

There were no disclosures of interest and/ or dispensation received.

3. To confirm minutes of meeting held on 21st February 2022

Minutes from the meeting held 21st February 2022 were signed by Councillor Matt Pochin as a true copy.

4. To receive an update regarding steps carried out to date

Stage – booked

PA system – booked

Trevor asked if Matt would be available to go and test the PA system as it has not been used in 2 years.

Matt Pochin – No need to test equipment as this is planned only as a backup

Matt Pochin – Can we request all musicians/bands bring their own AUX cables to link to PA system.

Matt Pochin – Olly to arrive early to set up background music

Straw bales - Bob has ordered 30 bales. To be delivered at 10am on Saturday 4th June and collected at 10am on Sunday 5th June 2022

Di Woodham – We should store the bales in the MUGA overnight locked up for security

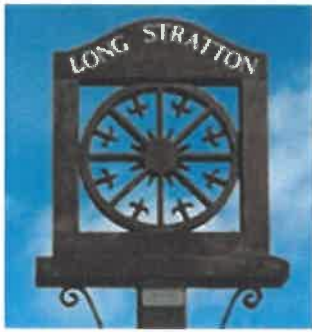
Stalls/Food and Drink:

LSTC Bar

LSTC Tombola

WI - booked - Serving teas, coffees, squash and cakes in the Pavilion

Signed.....Date.....



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Doc Browns Food Truck - booked - Can serve burgers, hot dogs but can also serve Mexican/Cuban food

Thai Food Van - waiting for confirmation

Chocolate Boutique - booked

St Michaels Church - booked - Teddy bear tombola

Lions - booked - Teddy bear tombola

Smoothy stall - booked

Body shop products stall - booked

The Corner House Cakery - booked

Thursday Club stall - booked

St Marys Church - booked - Raffle and something for children

Performances/Demonstrations:

Ollys Band - booked

Matt Pochin – Olly to arrive early to set up background music

Jade North - booked - Jade is a singer, song writer and guitarist who lives locally

Norwich Devils Women's American football club - booked - Emmas club so she will be part of the demonstration too!

Tribal Fitness - booked - A demonstration by a local fitness club (recommended by Louise at the last meeting)

First Aid:

MED-PTS Ambulance Services are providing our first aid cover – booked

Other potential stalls/performers approached and waiting to hear:

- Spring Gymnastics have replied saying they may do a demo but it is very weather dependant so may need to pull out last minute if it rains.
- A post has been placed on a musical performers Facebook group and have received several replies. The best out of them all is a female duo who sing 60's songs through to Ibiza classics, they cost £200 (although as we have a possible 3 demonstrations on the grass and 2 singers do we need to book more?)

Councillors – Would like to evaluate all musicians/bands offering to perform before committing to spending £200 on one act that could be the same as others booked to perform

Councillors – What does the £200 cover (how long would they perform?)

Councillors – Could an email be sent out outlining all potential bands/musicians for review?

Signed.....Date.....



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- Waiting to hear back regarding circus skills equipment we can potentially borrow.

Di Woodham – We will need to ensure these are kept safe during the day

Matt Pochin – Will there need to be someone to demonstrate the items?

- Looking to buy some outdoor games.

Di Woodham – To keep safe we could have all games in the MUGA

Matt Pochin – Possibility of some games available from the youth club

- Waiting to hear from the football club re: tournament, bbq, games, stall.

- Are classic cars still required? Where would they be parked as need access for movement of stalls and space required for ambulance

Councillors – Yes, would like classic cars included

Councillors – re movement of vehicles onto and off field, we should designate time windows when vehicles can move onto field in the morning, and off the field in the afternoon/evening.

Only disabled parking allowed at Manor Road car park

Councillors – Would like to include a fire engine. To park at entrance of playing field carpark, with disabled parking behind it on one side only so that access to field is still viable

- Is a tank appropriate now?

Councillors – would like to have some form of military vehicles and/or equipment at the event. Can link in with D Day weekend (6th June)

- We would like to buy photo booth bits and to ask Tom to make a frame. This would be a fun activity for people to take photos with their own phones.

Di Woodham – potentially have a photoboard/frame available. Will investigate

- We would like to buy craft bits so the children could make simple crowns to wear.

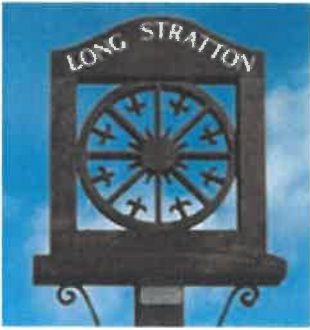
Judith Baker – could have a competition with a parade of children and their crowns. Small charge to cover costs of materials (50p/£1)

- Do we need more gazebos?

Councillors – we should have enough for the core elements

Councillors – can stall holders be requested to bring their own and informed that we will not provide them.

Signed.....Date.....



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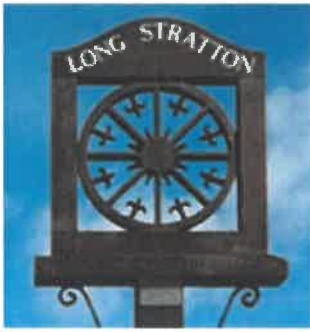
5. Any other business (for information only)

- Meetings required for April and May to keep on track with event planning

- Is Gray's fair booked for 2022, and what dates if they are?

After discussing any other business, the Chairman closed the meeting at 8:30pm

Signed.....Date.....



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Minutes of the Finance and Policy Management meeting held 28 March 2022 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Susan Smith, Kelly Lunness, Matt Pochin and Bob Mackenzie
Becky Buck (Clerk and RFO)

1. To consider apologies for absence

Councillor McKenna gave apologies due to work, these were accepted by the Council.

2. To receive disclosures of interest and dispensations

There were no disclosures of interest or dispensation received.

3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 29 November 2021

The minutes of the meeting held 21 November 2021 were signed by the Chairman as a true copy.

4. To review the following policies for recommendation to full Council

a. Financial regulations

The committee talked through the amendments to the policy, these were agreed by the committee for recommendation to full Council.

b. Investment Policy

The committee talked through the new policy, it was agreed to recommend policy adoption to full Council.

c. Financial Risk Management

The committee talked through the Financial Risk Management, it was agreed to recommend adoption to full Council

d. Standing Orders

The committee talked through the amendments to the policy, these were agreed by the committee for recommendation to full Council.

e. Code of conduct

The committee talked through the amendments to the policy, these were agreed by the committee for recommendation to full Council. It was agreed an additional copy would be provided for all Councillors to sign to say they had read and agreed the code.

5. To review and sign for accuracy bank reconciliations since November 2021

The committee looked through all of the bank reconciliations. All bank reconciliations were signed by 2 of the members present confirming accuracy.

6. To note movement to Income and Expenditure account package due to 3 years of a turnover above £200k

This was noted by the Committee.

7. To note regular payments and direct debits for 2022-2023

These were noted by the Committee.

8. Investments

a. NS&I – To discuss and decide on closing the account in line with the proposed Investment Policy

Following a lengthy discussion it was agreed to close the NS&I account with immediate effect.

With there being no further business; the Chairman closed the meeting at 20:35

Signed by the Chairman.....Date.....

Supplier	Method	Reason
1 +1 Ionos	DD	Stratton Growth webpage
Adept IT	DD	IT Support
Adobe PDF editor	CC monthly	PDF Editor
Anglian Water	DD	Water - pavilion
BT	DD	Telephones
Bussey Vehicle Leasing	DD	Council Van
Calor Gas	DD	Pavilion Utilities
Churchyards	BACS	Maintenance
Citrus Shredding	BACS	confidential waste
Corona Corp Systems	DD	Printer
Gallagher	BACS	annual insurance
GiffGaff	CC monthly	SIM Cards
HMRC	BACS	Tax and NI
Information Commissioners	DD	subscription 2021/22
Lloyds Bank credit card	DD	
NEST	DD monthly	Pension
Norfolk ALC	BACS	Subscription 2021/22
Norfolk Parish Training & Support	BACS	Subscription 2021/22
Npower	DD	Street light electricity transferred from EON
O365	CC monthly	Office
Paws Printing	BACS	Newsletter printing
PKF Littlejohns	BACS	External Audit
Play inspection company	BACS	ROSPA report
PWLB	DD	Pavilion Loan
Rentokil Initial	DD	Pavilion supplies
Salaries x 6 employees	BACS	
Salix	DD	Street lighting
siemens	DD	Printer lease and annual insurance
SLCC	BACS	Subscription 2021/22
SNDC	BACS	Dog waste collections & commercial bins
SSE	DD	electricity pavilion
Survey Monkey	CC Monthly	Neighbourhood Plan
The Gold Book	BACS	Advert in Gold Book Oil Buying
The Gold Book	BACS	Advert in Gold Book Pavilion Advertising
Top 2 Bottom	BACS	Toilet contractor
Trevor Brown	BACS	Internal Audit
TT Jones	BACS	street light maintenace cost
Unity Trust	DD	Charges
Utility Warehouse	DD	Telephone - Mobile
Viking	BACS/DD	annual stationery cost
Virgin Pure	DD	Office Water
Wix	CC monthly	Websites
Zoom	CC monthly	Online meetings

Long Stratton Town Council
Financial Regulations

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. 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 financial control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the council meets these responsibilities. Financial regulations must be observed in conjunction with the Council's standing orders.

1.2 The Responsible Financial Officer (RFO) is a statutory office and shall be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.] The RFO, acting under the policy direction of the Council, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the council its accounting records, and accounting control systems. The 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
- identify the duties of officers

The accounting records must include:

- 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.

The RFO shall ensure that the accounting control systems are observed and that the accounting records of the council are maintained and kept up to date in accordance with proper practices.

1.3 The RFO shall produce financial management information as required by the council.

1.4 At least once a year, prior to approving the annual return, the council shall conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.5 In these financial regulations, references to the Accounts and Audit Regulations shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998 and then in force.

1.6 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability in local Councils in England and Wales – a Practitioners' Guide which is published jointly by NALC and SLCC and updated from time to time.

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

Reviewed and adopted 12 February 2018
Reviewed and adopted 11 February 2019
Reviewed and adopted September 2020

Long Stratton Town Council
Financial Regulations

- 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.

1.8 In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,500 subject to clause 3.4 below; 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.
- Where salaries are determined by NALC/SLCC salary scale points (SCP), where national increases are made to the SCP these will automatically be applied as per contract of employment. The Council determines which SCP is attributed to each employee as per contract of employment.

2. ANNUAL ESTIMATES (BUDGET)

- 2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital including the use of reserves and sources of funding for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the council.
- 2.3 The Council shall review the budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved budget.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall consider the need for and shall have regard to a three-year forecast of Revenue and Capital Receipts and Payments which may be prepared at the same time as the annual Budget.

3 BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included for that class of expenditure in the approved budget.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure without Council's approval. During the budget year and with the approval

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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.

- 3.3 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.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£2000 per item, £5000 in conjunction with the Chairman/ Vice-Chair in the event of an emergency**. The Clerk shall report the action to the Council as soon as practicable thereafter. The Clerk has the power to spend up to **£2000** per calendar month to keep the Council operating.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council.
- 3.6 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 3.8 Salaries are to be reviewed at least annually (no later than November) 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.
- 3.9 Changes in ear-marked reserves shall be approved by the Council as part of the budgetary control process.
- 3.10 Committees can incur expenditure of up to £1,500 per item unless the power to spend above £1,500 has been delegated by Full Council, any expenditure over £1,500 per item must be approved by Full Council. All expenditure made must be reported to the full Council at the next full Council meeting.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 4.2 The RFO shall complete the annual financial statements of the Council, including the council's annual return, as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall complete the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and shall submit the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit Regulations.

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- 4.4 The RFO shall ensure that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall be appointed by and shall carry out the work required by the council in accordance with proper practices. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing, or in person, on a regular basis with a minimum of one annual written report in respect of each financial year. In order to demonstrate objectivity and independence, the internal auditor shall be free from any conflicts of interest and have no involvement in the financial decision making, management or control of the council.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers and for the display or publication of any Notices and statements of account required by Audit Commission Act 1998 and the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.
- 4.8 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] 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 council [Finance Committee].
- 4.9 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.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency and monetary risk
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting to present to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. 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 Please see 6.5 for invoice authorisation.

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- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.
- 5.4 To indicate agreement of the details shown on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, or be the recipient of a payment (expenses), should not, under normal circumstances, be a signatory to the payment in question.
- 5.6 A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [Finance Committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 5.7 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and Council officers and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff or Councillors should not be used to pay for Council expenditure except in circumstances that have been authorised by the Clerk/RFO. Any expenditure will be evidenced with a receipt and reimbursed via the Town Council's banking arrangements.
- 5.8 The council will not maintain any form of cash float. All cash received must be banked intact and counted and verified by the Clerk and a minimum of 1 Councillor. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

6 PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers (including electronic payment with dual authorisation)
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved. Invoices over £1000 to a new supplier will be verified with a phone call to confirm correct bank details.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 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, the Clerk

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may (notwithstanding para 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 6.5 All invoices will be uploaded onto the Council's preferred ICT system for Councillor's to confirm accuracy of payments and appropriate use of funds. **The payment list provided to full Council will be signed (wet signature) to confirm accuracy by the Chairman presiding at the Council meeting. BACS payments will be processed by the Town Clerk/RFO and will be initially approved by a second Council Officer before a Councillor dual authorises BACS payments.**
- 6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) may be made by variable Direct Debit and 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. Direct debit and payments once approved will not require monthly signatures however payments will be noted by the Council via the list of monthly payments attached to the minutes **and will be subject to spot checking by the Council's internal scrutineer.**
- 6.7 **Credit card payments will be checked monthly at the Town Council meeting and a payment list signed by the Chair presiding at the meeting. Invoices and receipts paid by Credit Card will not require a wet signature however will be subject to spot checking by the Council's internal scrutineer.**
- 6.8 All grant requests will be considered by the full Council.
- 6.9 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. **All standing orders will be subject to spot checking by the Council's internal scrutineer.**

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 salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council Meeting.
- 7.3 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

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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) the appointed internal scrutineer
- d) by the external auditor; or
- e) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- f) by the Constabulary's Crime Economic Unit.

The RFO will present the confidential cash book for review bi-annually by a minimum of 2 Councillors, the Chairman of the Finance and Policy Management Committee and the Chair or Vice Chair of the Council.

8 LOANS AND INVESTMENTS

- 8.1 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.
- 8.2 The council shall abide by the Investment Policy which shall be in accordance with relevant regulations, proper practices and guidance. The Investment Policy shall be reviewed at least annually.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be affected 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 terms and conditions of borrowings shall be reviewed at least annually.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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 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 accordance with the Council's bad debt policy.

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- 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 The RFO will at the end of every quarter will submit any VAT due on income received via Manor Road Playing Fields and buildings in accordance with VAT Act 1994.
- 9.10 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.
- 9.11 Where a cash float is required for events, due to the inability to withdraw cash from the Council's bank account, a Councillor or Town Clerk may withdraw from a personal account on behalf of the Council and reimbursed at the end of the event. A 'withdrawal' form produced by the Council office must be counter-signed by 2 witnesses for both the withdrawal and reimbursement.

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 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.
- 10.5 A member may not issue an official order or make any contract on behalf of the Council.

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 these regulations shall not apply to contracts which relate to items (i) to (vi) below:

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- (i) for the supply of gas, electricity, water, sewerage and telephone services; subject to item c, below
 - (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);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) . 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.
- (c) A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works 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.

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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £884,720 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.

- (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

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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 and either the Chairman or Vice-Chairman of the Council together.
- (g) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) When it is to enter into a contract 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 a minimum of 2 quotations, 3 quotations is preferred where possible (the RFO must evidence she requested 3 quotations.) (priced descriptions of the proposed supply); where the value is below [£1,500 and above [£250] 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 person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- (k) 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 Regulations

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.]

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13 STORES AND EQUIPMENT

- 13.1 The member of staff 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 6 monthly checks of stocks and stores.

14 ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 property (personal, land and asset) shall be 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 £100.
- 14.3 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. During such inspections of assets, the RFO will confirm that those assets are marked as property of Long Stratton Town Council.

15 INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the RFO shall affect all insurances and negotiate all claims on the Council's insurers [in consultation with the Clerk].
- 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 employees and members of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

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- 16.1 Where the Council is sole trustee of a Charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17 RISK MANAGEMENT

- 17.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the 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 [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18 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.

* * * *



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, Norwich, NR15 2XR

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ASSET & INVESTMENT POLICY

Introduction

1. Long Stratton Town Council acknowledges the importance of managing its tangible and intangible assets well and for the benefit of the local community. Two important elements of this management approach are the treatment of fixed assets and cash investments by the Town Council. This policy sets out the Council's approach to managing fixed assets and investments in line with national guidance and advice from the Council's internal auditors.

Fixed Assets Policy

2. Local Councils are required to maintain an asset register to ensure fixed assets are appropriately safeguarded. This includes items of a capital nature where values tend to be high and which have a useful life of more than one year. The following items are included in the Council's asset register, whether purchased, gifted or otherwise acquired, together with their holding location:
 - Land and buildings held freehold or on long term lease in the name of the Council
 - Community assets
 - Assets considered to be portable, attractive or of community significance
3. The values indicated in the asset register will inform the 'Total Fixed Asset' section of the Council's Annual Return.
4. The following items fall outside the definition for inclusion and are therefore excluded from the Council's asset register:
 - Assets rented or loaned to the Council
 - Assets owned by charitable trusts where the Council is the trustee
 - Items held for resale, i.e. stock
 - Consumable items or items with a useful life of less than a year
 - Cash and short term investments - Intangible assets
5. In accordance with good practice, the Council has set a de minimis level of £1,000 below which expenditure will not generally be capitalised. All capital expenditure on assets above the de minimis level will be deemed capital expenditure and added to the fixed asset register.
6. An annual inspection of the fixed asset register will be conducted by the Town Clerk/RFO or other senior managers of the Council to ensure that all items can be physically verified. Discrepancies between the physical verification process and the register will be investigated under the Asset & Investment Policy promptly by the Town Clerk/RFO. Any assets which cannot be located

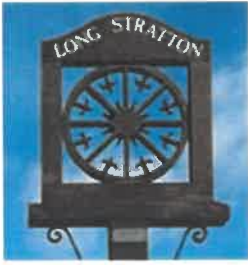
after investigation will be removed from the asset register and recorded in the schedule of disposals. Any new assets identified will be added to the register Any such amendments to the Asset Register will be reported to the Council's Finance Committee at the next available meeting.

7. The asset register and schedule of disposals will be reviewed annually by the Resources Committee prior to approval by Council as part of the annual financial processes.
8. Once recorded on the fixed asset register, the value of assets will not change from year to year until disposal. Concepts of depreciation and impairment adjustment are not appropriate for Local Councils (Governance and Accountability for Local councils: A Practitioner's Guide (England) March 2018).
9. Assets will be valued by one of the following means based on available information:
 - Actual purchase price (where known)
 - Proxy (estimated purchase price) value, where actual purchase price is not known
 - Nominal value of £1. This should be used for assets gifted or transferred to the Council
10. The fixed asset register will be used to inform the insurers of Council assets. For the purposes of insurance, the value to be used is the replacement value of the item, not the purchase price or market value.
11. The Council should ensure assets are valued accurately for insurance purposes to avoid under (or over) insuring. Assets should therefore be valued every five years to ensure the appropriate level of insurance is held.

Investment Policy

12. Long Stratton Town Council acknowledges the importance of prudently investing any temporary surplus funds held on behalf of the community. In preparing an investment strategy the council is required under Section 15(1) of the Local Government Act 2013 to have regard to such Guidance as the Secretary of State may issue. The current statutory Community and Local Government (CLG) Investments Guidance Note (3rd edn)¹ came into force of the 1st April 2018 and has been used in the preparation of this policy.
13. The Guidance Note makes the distinction between investments that are: a) high security and high liquidity (specified investments); and, b) those with potentially greater risks and lower liquidity (non-specified investments). The guidance note also requires the Council to prioritise investments in the following order of importance:
 - Security – protecting the sum investment from loss;
 - Liquidity – ensuring that the sums invested are available for expenditure when; and
 - Yield – the generation of revenues from the investment.

¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/678866/Guidance_on_local_government_investments.pdf



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14. A 'specified investment' is one which is made in sterling, is not long term (less than 12 months), not defined as capital expenditure and is placed with a body which has a high credit rating or made with the UK Government, a UK Local Authority or a Parish or Community Council. Any other type of investment is considered 'Non-Specified Investment' to which there can be greater risk and where professional investment advice might be sought.

Investment Objectives

15. Long Stratton Town Council's priorities will be on the security of reserves (protecting the capital sum from loss) and then the liquidity of its investments (keeping cash readily available for expenditure when needed).
16. All investments will be made in Sterling.
17. The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and make a return, is unlawful and Long Stratton Town Council will not engage in such activity.
18. If external investment managers are used, they will be contractually required to comply with this policy.

Specified Investments

19. Specified Investments are, by definition in the Guidance Notes, those offering high security and high liquidity, made in sterling and with a maturity date no longer than a year. Such short-term investments made with the UK Government or a Local Authority to Town/Parish Councils will automatically be Specified Investments, as will those with bodies or investment schemes of 'high credit quality'.
20. For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the Council will use deposits with UK banks, UK building societies, UK local authorities or other UK public authorities. Long Stratton Town Council will initially hold investments and its day-to-day banking with Unity Trust Bank.

Non-Specified Investments

21. These investments have greater potential risk – examples include investment in the money market, permanent interest bearing shares from building societies and corporate stocks and shares. Given the unpredictability and uncertainties surrounding such investments, the Council will only use this type of investment following a suitability and risk assessment and with the express agreement of full Council.

Liquidity of Investments

22. Subject to retaining no less than three months' average working capital requirement in the current and deposit facilities giving immediate access, the Town Clerk, as the Council's Responsible Financial Officer, will determine the amounts and maximum period for which funds may be prudently invested, in accordance with paragraph 3 and 10 above, so as not to compromise liquidity. Any material changes to current and deposit facility investments will be reported to the Finance Committee at the next available meeting.
23. All delegations are subject to the safeguard arrangements in place within the Council's Financial Regulations, including payment signatory authorisations, reconciliations and reporting to Council, as appropriate.

Long Term Investments

24. Long term investments are defined in the Guidance Notes as greater than 12 months and require that, should any Council wish to invest for periods greater than 12 months, it must identify procedures for monitoring, assessing and mitigating the risk of loss of invested sums.
25. The Town Council does not currently hold any funds in long-term investments, however the Council will continue to assess the potential for long term investment of funds provided that such investment does not contradict the requirements of this investment policy.

End of Year report

26. Investment forecasts for the coming financial year will be included in the Council's annual budget setting process. Following the end of the financial year, the Town Clerk will report on investment activity to the Finance Committee or full Council as required.
27. The Investment Policy will be reviewed annually by the Finance Committee, and any amendments will be approved by full Council prior to adoption.
28. Council will be able to amend or make variations to the Strategy at any time.

Freedom of information

29. In accordance with the Freedom of Information Act 2000 this document will be posted on the Council's website under the Policies section.

Long Stratton Town Council Risk Management Policy

About the Council

Long Stratton Town Council is a small town council as defined by the Local Audit and Accountability Act 2014. The Council has varying activities and functions and is currently insured through Gallagher (formerly Came & Co). The Insurance Policy is for a term of 3 years, and is due for renewal 1st June 2022

The contact details for the insurers are:

12 Museum Street
Ipswich
Ip1 1HT
0800 062 2029
www.ajg.com

The Clerk retains the insurance file and will deal with all matters relating to risk and insurance. This is detailed in the Clerk's Job Description and supported by 'Governance and Accountability'. The Council supports the Clerk in this role by providing training opportunities. The Council agrees the Risk Management Policy which is reviewed every year.

Main Actions in relation to risk management

- ✓ The Asset Register is updated during the course of the year by the Clerk.
- ✓ Risk assessments (Health and Safety) are written and updated by the Clerk where appropriate, or another designated body. Copies of risk assessments are retained.
- ✓ Sites are inspected at least annually and records are retained.

- ✓ Play Areas are inspected weekly and an annual inspection must be carried out by an external qualified inspector. All inspections must be retained for at least 22 years.
- ✓ The Council reviews the Insurance Policy prior to renewal.
- ✓ Financial Risk Assessments are carried out by the Clerk / Responsible Financial Officer, as required.
- ✓ Documentation is kept safely and securely.
- ✓ The Council reviews its systems of Internal Control at least annually.

The Risks identified for the Council [Example below]:

Risks	Likelihood v Impact = Risk Rating	Mitigation	By what means	Action
Operational				
Staff Town Clerk Admin Officers Direct service officer Cleaner Litter Picker	High <ul style="list-style-type: none"> • Accident at work • Sickness • Terminates employment 	Employer's Liability in place Lone Worker's Policy Adequate Working Financial Balance Business Continuity policy. Risk assessments.	Insurance Policy Budgeted	Clerk and Council
Members of the public attending meetings	Low <ul style="list-style-type: none"> • Accident • Incident 	Public Liability Insurance Visual Inspection – recorded Standing Orders in place	Insurance Policy Council	Clerk
SAM2	Medium <ul style="list-style-type: none"> • Roadside accident • Lifting heavy equipment 	Risk Assessment and training for use of SAM2 provided Public Liability Insurance Asset Insurance	Westcotec Council £10 million Public Liability Insurance Policy	Clerk arranged

				Asset Register maintained and Insurers advised	Asset Register updated annually by Clerk
Council buildings	<p>Medium</p> <ul style="list-style-type: none"> Public accident Legionella Vandalism Loss of income 	<p>Daily and visual checks</p> <p>Legionella testing</p> <p>EMR for long term maintenance and running costs in the event of loss of use due to critical damage</p> <p>CCTV</p> <p>Insurance</p>	<p>SSY Group – CCTV</p> <p>Budget/ EMR</p> <p>Council officers</p> <p>Contractors for testing</p> <p>Adequate insurance</p> <p>Public liability</p>	<p>Managed by Clerk and Council officers</p>	
Assets	<p>Medium</p> <ul style="list-style-type: none"> Public accident Vandalism Theft 	<p>Asset register</p> <p>Daily and weekly visual checks</p> <p>Adequate insurance</p> <p>EMR for long term asset maintenance</p> <p>Equipment stamped with LSPC/ LSTC</p>	<p>Insurance policy</p> <p>Budget/ EMR</p> <p>Council Officers</p>	<p>Clerk and Council officers.</p>	
Contractors	<p>Medium</p> <ul style="list-style-type: none"> Public accident 	<p>Public Liability Insurance</p> <p>Contractors own Public Liability</p>	<p>Insurance Policy</p> <p>Council and Contractor (£10 million)</p>	<p>Clerk</p>	
Risks	<p>Likelihood v Impact = Risk Rating</p>	<p>Mitigation</p>	<p>By what means</p>	<p>Action</p>	
Financial					
Cash flow and end of year balance	<p>Medium</p>	<p>Budget prepared</p> <p>Budget Monitoring document provided to members</p> <p>Reserve funds allocated</p> <p>Fidelity Guarantee in place</p> <p>Internal Controls in place</p> <p>VAT returns Quarterly</p>	<p>Clerk / RFO</p> <p>Insurance Policy</p> <p>Policies reviewed annually</p> <p>Making tax digital</p>	<p>Council to agree and review</p>	

Handling of cash at events	Medium	Two people designated to count and bank cash before and after events. Financial Regulations Council credit card to be used in place of petty cash.	Clerk/ RFO Minimum of 1 Councillor.	Council to agree and review
Loss of cash through theft or dishonesty	Medium	Fidelity guarantee in place. Robust internal controls Internal scrutineer spot checks Good banking arrangements defined by Governance and Accountability	Insurance policy Internal scrutineer in place carrying out spot checks of invoices and governance. Standing order and Financial Regulations reviewed annually GPOC in place reviewed every 4 years with elections	Internal Scrutineer Clerk/ RFO Council
Lack of Financial Records	Low	Complete audit history in files in a secure location of 6 years plus current year	Clerk/ RFO	Clerk/ RFO
Audit challenges	Medium	Audit control policies in place and reviewed	Clerk / RFO	Council to agree and review
Data Protection	Medium	DPO appointed Clerk and Councillors trained Finance Committee has delegated power to manage the process in the first instance. Data Protection Policy adopted	Clerk / RFO Clerk / Councillors Finance Committee Council	Council to agree and review

Long Stratton Financial Risk Policy

Date agreed:

Date to be reviewed:
(1 year from date of agreement)



Long Stratton Council Standing Orders

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HOW TO USE 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. Standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for 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.

Standing orders do not include 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.

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

For convenience, the word "councillor" is used in standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Standing orders for the organisation and transaction of Councils' business are decided and agreed by full Council. A committee or sub-committee of the Council may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them. Standing Orders are reviewed annually.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been

- amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed two minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the

meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person

wants to speak, the chairman of the meeting shall direct the order of speaking.

- l A record of a public participation session at a meeting shall not be included in the minutes of that meeting
- m **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.**
- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o **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.**
- p **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).**
- q **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.**
- r **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- s **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- t **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.**
- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors

- iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- w **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 **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.**
- ● ●
- u **The Code of Conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**
- ● ●
- v **An interest arising from the Code of Conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**
- y **Meetings shall not exceed a period of two and a half (2 ½) hours. At the 2 hours mark the presiding Chairman to review the outstanding business to be transacted and to call forward items of importance that can be concluded in the remaining 30 minutes.**

4. **COMMITTEES, SUB-COMMITTEES AND ADVISORY COMMITTEES**

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

- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d **Advisory committees and sub-committees need not record minutes, but they shall report to full council their advice or recommendations at the conclusion of their deliberations.**
- e **The Council may appoint standing committees or other committees as may be necessary, and:**
 - i. **shall determine their terms of reference;**
 - ii. **shall permit a committee to determine the number and time of its meetings;**
 - iii. **shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;**
 - iv. **may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;**
 - v. **shall, after it has appointed the members of a committee, appoint the chairman of the committee;**
 - vi. **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;**
 - vii. **shall determine if the public may participate at a meeting of a committee;**
 - viii. **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;**
 - ix. **shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and**
 - x. **may dissolve a committee or a sub-committee.**

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j A Councillor may not in any event serve as Chairman for a total period exceeding six years in any twelve (12) years
- k Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include if not been previously reviewed/ resolved in the previous 3 months:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order

- 4;
- ix. Review and adoption of appropriate standing orders and financial regulations if not previously been reviewed;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies, if not covered by a relevant policy or contract of employment (SLCC, NALC, NPTP);
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time. In the event of an emergency and the Chairman is unavailable the Clerk to the Council may call an extraordinary meeting and report to the Chairman at the next available opportunity.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

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

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the Proper Officer shall clarify the wording with the mover before including that motion on the agenda.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to approve the accuracy of the minutes of the previous meeting
 - iii. to move to a vote;
 - iv. to defer consideration of a motion;
 - v. to refer a motion to a particular committee or sub-committee, advisory committee or employee
 - vi. to appoint a person to preside at a meeting;
 - vii. to approve the absence of councillors
 - viii. to change the order of business on the agenda;
 - ix. to proceed to the next business on the agenda;
 - x. to require a written report;
 - xi. to appoint a committee or sub-committee and their members (including substitute members);
 - xii. to receive recommendations from a committee, sub-committee or advisory committee/ working group.
 - xiii. To note the minutes of a committee or sub-committee
 - xiv. to extend the time limits for speaking;
 - xv. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xvi. to not hear further from a councillor or a member of the public;
 - xvii. to exclude a councillor or member of the public for disorderly conduct;
 - xviii. to temporarily suspend the meeting;
 - xix. to authorise legal deeds signed by 2 councillors and witnessed.
 - xx. To authorise payment of monies in accordance with the Councils Financial Regulations.
 - xxi. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.

- xxii. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xxiii. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxiv. to adjourn the meeting; or
- xxv. to close the meeting.

b If a motion falls within the terms of reference of a committee, sub-committee, advisory committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee, sub-committee, advisory committee or employee unless the Chairman directs that the motion may be taken at the current meeting for reasons of urgency or expedience.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall at all times be available for inspection by councillors. (See also para 3 b (v) above). This rule does not apply to confidential HR matters/ documents unless the Councillor can evidence a need to know. Any such request will be considered by the staffing committee at the next committee meeting.
- f Members of the public also have a right to view agreed Minutes of Council meetings. In order to minimise the impact on the Proper Officer (and so minimise costs to the Council) the preferred method of publication shall be through the Council's website. All requests for copies of minutes can then be

pointed initially to the website archive. (See also Para 9 (f) above).

- g Parishioners also have a legal right to inspect the Council's Accounts and related documents during a statutory period of twenty (20) working days (known as the "inspection period") when the Council's annual accounts have been finalised (usually in June of each year). The Proper Officer shall make necessary arrangements for potential inspection and shall publicise the inspection period by posting notice to the Town Council Notice boards and by posting a notice on the Town Council Website.

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). Such motion, together with suggested corrections to the minutes may be raised in email or other correspondence by councillors in advance of the meeting to which the minutes are to be agreed. Any such email or correspondence shall be directed to the Proper Officer but may be copied to all Councillors.
- 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 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.

- f Once the minutes have been confirmed and signed by the Chairman, the Proper Officer shall retain the signed copy and hold it in a folder designed for that purpose. The Proper Officer shall also produce a new, clean, final electronic copy of the minutes which faithfully records the agreed signed paper minutes. The Proper Officer shall also post a copy of the minutes so produced to the Council's website as visible public record.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the ~~Chairman of Council~~Chairman of the staffing committee of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the ~~Town Council~~staffing committee shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31 (a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.
 - v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter. e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the ~~Town Council~~staffing committee or otherwise) from disclosing

information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

- f The Town Council shall have the power to:
- i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint (subject to the requirements of confidentiality imposed at 31 (d) above);
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.
- h. The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
 - i. **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer has in conjunction with the Chairman the power to authorise emergency works to keep the Council's business operating. All decisions are to be ratified at the following ordinary meeting.
- c 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),** The time and date of the summons shall be that given in the time and date of sending of the email, and not the time and date of receipt by Councillors. The agenda must contain the Proper Officers title and signed electronically. **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 five 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 or electronic form for such purpose;
- xv. refer any planning application received by the Council to the next Council meeting. Where a planning application is of such a nature that it requires consideration before the next full council meeting, the Proper Officer will refer the application to the Chairman (or in his or her absence, the Chairman of the Planning Committee) within two (2) clear days of receipt so that the Chairman or Chairman of Planning may decide on whether to call an extraordinary meeting to consider that application or to refer the application to the Planning Committee for consideration.
- xvi. Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders and Financial Regulations.
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. 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

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b Any expenditure incurred by the council shall be in accordance with the Councils financial regulations.

- c The Town Councils financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Councils functions to be delegated to a committee, sub-committee or employee.
- d All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- e At each regular monthly meeting of the Council, the responsible Financial Officer shall supply to each Councillor a summary of income and expenditure since the last meeting, ~~together with a report of cumulative receipts and expenditure since the beginning of the F/Y. Again, that report must be in the form prescribed in the Financial Regulations. Cumulative receipts and expenditure since the beginning of the Financial Year will be presented to the Finance Committee no less that quarterly who will in turn confirm to Council.~~
- f 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:
 - vi. the Council's receipts and payments (or income and expenditure) for each quarter;
 - vii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - viii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- g As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- h The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - 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. Budget requirements must be concluded for the following year no later than the preceeding December to allow accurate precept setting as required by the district authority.
- d. **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).**
- e. 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.
 - f. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - g. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,3301,302 for a public service or supply contract or in excess of £4,551,413733,252 for a public works 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.**
 - h. **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 £363,424378,660 for a supply, services or design contract; or in excess of £4,551,413733,252 for a works contract; or £820,370884,720 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or ~~Finance and policy management~~ staffing committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work (q.v.), the Council's most senior employee shall notify the Chairman of the staffing committee ~~Town Council~~ or, in his or her absence, the ~~Vice~~ Chairman (if any) of the Town Council of any absence occasioned by illness or urgency and that person (i.e. the Staffing Chairman ~~or Vice~~ Chairman) shall report such absence to the Council at its next meeting.
- c. The Staffing Chairman and ~~Vice~~ Chairman of the Town Council (acting as Reporting Officer and Countersigning Officer respectively) shall, in each year, conduct a job appraisal and performance review of the work of the Clerk to the Council. Said appraisal shall be against objectives agreed between the Clerk and the Reporting Officer at the previous year's appraisal. Before conducting

the appraisal, the Reporting Officer shall seek the views of all Town Councillors as to the performance of the Clerk in the year in question. Before the appraisal interview, the Reporting Officer shall complete, and sign, an annual report form as written record of the Council's view of the Clerk's performance for the past year. That appraisal report shall be reviewed and countersigned by the Countersigning Officer. The Countersigning Officer shall be that Councillor so appointed by Council or the Vice Chairman (if any). Any disagreements as to the contents of the report, including the performance appraisal mark should be settled between the Reporting and Countersigning Officer if at all possible. Should agreement not prove possible, then the report must be submitted to the Staffing Committee Finance and Policy Management (inc HR) for resolution. The annual appraisal report form shall be that form agreed by the Staffing Finance and policy management Committee from time to time.

A copy of the completed appraisal report shall be handed to the Clerk to the Council at least five (5) clear days in advance of an appraisal interview which shall be conducted by the Reporting Officer. The appraisal review shall look back at the previous year's performance and in light of that performance the two parties (Reporting Officer and Clerk) shall jointly agree objectives (including any training needs) for the year ahead. The Reporting Officer shall keep a written record of the interview which shall be stored securely with the appraisal report.

The Clerk to the Town Council along with the Chairman of the staffing committee shall act as reporting officer for all other employees of the Council. As in paragraphs (d) and (e) above, the Clerk shall, in each year, conduct a job appraisal and performance review of the work of each of the other employees of the Council. The procedures to be followed for such appraisals shall follow the procedures outlined in paragraphs (d) and (e) above except that the Countersigning Officer shall be the Chairman of the Staffing Committee Council, or a substitute agreed by Council. Where the Clerk has a conflict of interest, unless the Council a member of the staffing committee has agreed the Clerk can still carry out the appraisal the Chairman of the Town Council will take his/ her place.

- d Subject to the Council's policy regarding the handling of grievance matters, (q.v.) the Council's most senior employee (or other employees) shall contact the Chairman of the Town Council Staffing committee or in his or her absence, the Vice-Chairman (if any) of the Town Council in case of any informal or formal grievance matter, and this matter shall be reported to the Council. Thereafter, Council may resolve to pass resolution of any formal grievance to the Grievance Panel.
- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by any employee of the Council relates to the Chairman of the staffing committee or

- ~~Vice~~-Chairman ~~(if any)~~ of the Council, then this shall be raised by the employee with a member of the ~~Finance-Staffing~~ Committee. The ~~Finance-Staffing~~ Committee shall then progress the complaint according to agreed policy.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

(Below is not an exclusive list).

See also standing order 11.

- a The Proper Officer is the Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The Council shall maintain a written record of its processing activities.
- g Councillors shall not disclose to third parties information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- h A councillor in breach of the provisions of standing order 21(g) above may be removed from a committee or a sub-committee by a resolution of the Council.

22. RELATIONS WITH THE PRESS/MEDIA

- a. Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b. In common with any other person, however, all councillors and employees are at liberty to provide such statements in a purely personal capacity. Any such statement must make clear that the person providing the statement or article is doing so in a personal capacity and that the statement or article has no official endorsement by the Council.

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b. **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council or Unitary Council representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

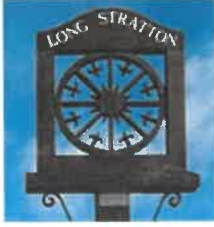
- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. CANVASSING OF AND RECOMMENDATIONS BY COUNCILLORS

- a. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate at the time of their application.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion. But, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c. This standing order shall also apply to tenders as if the person making the tender were a candidate for an appointment.

27. STANDING ORDERS GENERALLY

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Long Stratton Town Council

Pavilion, Manor Road Playing Fields, Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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Long Stratton Town Council, Councillor Code of Conduct 2020

Joint statement

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

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations. Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public. This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

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

This Code of Conduct has been developed by the Local Government Association (LGA) and adapted to Long Stratton Town Council. It is designed to support all tiers of local government to continue to aspire to high standards of leadership and performance.

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

Definitions

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

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

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

For the purposes of this Code of Conduct, "local authority" includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue

authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

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

General principles of councillor conduct

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

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

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

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

In undertaking my role:

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

Application of the Code of Conduct

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

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

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

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

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

You are also expected to uphold high standards of conduct and show leadership at all times

when acting as a councillor.

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

Standards of councillor conduct

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

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

General Conduct

1. Respect

As a councillor:

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

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

Respect means politeness and courtesy in behaviour, speech, and in the written word.

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

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

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

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

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

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

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected

characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

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

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

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

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

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

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

5. Disrepute

As a councillor:

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

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

your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute. You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

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

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

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

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

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

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

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

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

8. Complying with the Code of Conduct

As a Councillor:

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

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

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

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

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

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

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained. You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011. **Appendix B** sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.

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

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

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

Appendices

Appendix A: The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B Registering interests

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

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

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

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

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

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

Disclosure of Other Registerable Interests

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

Disclosure of Non-Registerable Interests

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

8. Where a matter arises at a meeting which *affects* –

a. your own financial interest or well-being;

b. a financial interest or well-being of a relative or close associate; or

c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) *affects* the financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

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

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

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

Any employment, office, trade, profession or vocation carried on for profit or gain.

Sponsorship

Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.

This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts

Any contract made between the councillor or his/her spouse or civil partner or the person with whom the **Subject Description, Employment, office, trade, profession or vocation** councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council –

(a) under which goods or services are to be provided or works are to be executed; and

(b) which has not been fully discharged.

Land and Property

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses

Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies

Any tenancy where (to the councillor's knowledge)—

(a) the landlord is the council; and

(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

Securities

Any beneficial interest in securities* of a body where—

(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and

(b) either—

(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were

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

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

Table 2: Other Registrable Interests

You must register as an Other Registrable Interest :

a) any unpaid directorships

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

c) any body

(i) exercising functions of a public nature

(ii) directed to charitable purposes or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

Appendix C : the Committee on Standards in Public Life

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

The recommendations cover:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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