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Standing Orders 2019 Edition and Financial Regulations 2019

(Minute CC1973 /19 28 February 2019)

Note: A paragraph or sub-paragraph printed in **bold** indicates that the item is a Statutory requirement, in whole or in part, and may not be suspended or amended in respect of the Statutory requirements.

Amendment Log

	Amendment	Section	Date
Edition 2019	Complete rewrite to reflect NALC Model SO's dated July 2018	All	28/2/2019
Edition 2019	Complete rewrite to reflect NALC Model Financial Regulations dated January 2016 as amended by F01E-16 issued on 29 January 2016	All	28/2/2019



Standing Orders

1. Title and Area

The Council shall be called the Croxley Green Parish Council and operate in the area specified in the Statutory Order setting up the Parish Council or in any subsequent amendment.

2. Functions

The functions of the Council shall be:

- 2.1. To exercise such powers and duties as are laid upon it by these rules.
- 2.2. To exercise such powers and duties as are laid upon it by statute.
- 2.3. To exercise such powers and duties as are laid upon it by delegation from the Hertfordshire County Council or Three Rivers District Council.
- 2.4. To protect, enhance and promote the environment of the area of the Parish Council.
- 2.5. To protect, enhance and promote the collective interests and well-being of the residents and businesses of the Parish of Croxley Green.
- 2.6. To make representations to Three Rivers District Council, Hertfordshire County Council, and any other Statutory Body or Public Utility on matters affecting the residents of Croxley Green Parish.
- 2.7. To stimulate and foster support for approved policies of the Council.

3. Mission Statement:

“The Parish Council is committed to promoting pride in Croxley Green by focusing on its people, community ideals, environment and the economy”

The Council's Corporate Objectives are :

- To encourage residents to express their views, aspirations, expectations and concerns about Croxley Green;
- To facilitate taking forward residents ideas in partnership with others as appropriate;
- To provide a professional, economic and effective service;
- To enable, assist and encourage other local organisations and agencies to provide, develop and extend their services;
- To encourage local businesses;
- To promote and represent the best interests of Croxley Green;
- To encourage the provision of recreational facilities within Croxley;
- To enhance the use of the natural environment available within the Parish.

4. Constitution

- 4.1. **The Council shall consist of:**
 - 4.1.1. **16 Members elected by the electors of the Parish of Croxley Green or such other number as may be specified by the District Council which shall not be less than five.**
 - 4.1.2. **Such co-opted Members as the Council may determine.**
- 4.2. **For the purposes of the election referred to in 4.1.1 the area of the Council shall be divided into two wards each electing Members as specified below:**

Dickinsons Ward: Eight Members
Durrants Ward: Eight Members
- 4.3. **All councillors shall retire together in every ordinary year of election of such councillors on the fourth day after the ordinary day of election of such councillors and the newly elected councillors shall come into office on the day on which their predecessors retire.**

5. Meetings Generally

- 5.1. Meetings of the Council shall be held at the Parish Council Offices, Community Way, Croxley Green commencing at 8.00pm unless otherwise stated.
- 5.2. **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.**
- 5.3. For Council meetings **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.**
- 5.4. For Committee meetings **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.**
- 5.5. **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.**
- 5.6. Subject to standing order 5.5, 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.
- 5.7. The period of time which is designated for public participation in accordance with standing order 5.6 shall not exceed 10 minutes unless directed by the chairman of the meeting.
- 5.8. Subject to standing order 5.7, a member of the public shall not speak for more than 3 minutes.

- 5.9. In accordance with standing order 5.6 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.
- 5.10. 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.
- 5.11. A person who speaks at a meeting shall address his comments to the chairman of the meeting
- 5.12. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman shall direct the order of speaking.
- 5.13. **Subject to standing order 5.14 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 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.**
- 5.14. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**
- 5.15. **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.**
- 5.16. **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).**
- 5.17. **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 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.**
- 5.18. **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.**
- 5.19. **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 6.8 and 6.9 for the different rules that apply in the election of the Chairman of the Council at the annual (general) meeting.)*
- 5.20. **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.**

- 5.21. Voting by means of a ballot shall be agreed by a resolution of the meeting to do so.
- 5.22. The minutes of a meeting shall include an accurate record of the following:
 - 5.22.1. The time and place of the meeting;
 - 5.22.2. the names of councillors who are present and the names of councillors who are absent
 - 5.22.3. interests that have been declared by councillors and non-councillors with voting rights
 - 5.22.4. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - 5.22.5. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interest in were being considered;
 - 5.22.6. if there was a public participation session; and
 - 5.22.7. the resolutions made.
- 5.23. **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.**
- 5.24. **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 3.**
(See standing order 19.4.8 for the quorum of a committee or sub-committee)
- 5.25. **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.
- 5.26. A meeting shall not exceed a period of two and a half hours.

6. Ordinary Council meetings

- 6.1. **In an election year, the annual general meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.** Usually this would be the second Thursday in May.
- 6.2. **In a year which is not an election year, the annual general meeting of the Council shall be held on such day in May as the Council decides.** Usually this would be the second Thursday in May.
- 6.3. **If no other time is fixed, the annual general meeting of the Council shall take place at 6pm.** All Council meetings commence at 8pm unless specified differently on the Notice of Meetings/Agenda – see standing order 5.1.
- 6.4. **In addition to the annual general meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**
- 6.5. **The first business conducted at the annual general meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

- 6.6. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual general meeting until his successor is elected at the next annual general meeting of the Council.**
- 6.7. **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 general meeting of the Council.**
- 6.8. **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 general 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.**
- 6.9. **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 general 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 but shall give a casting vote in the case of an equality of votes.**
- 6.10. Following the election of the Chairman of the Council and Vice Chairman (if there is one) of the Council at the annual general meeting, the business may include the following other than those which are a statutory requirement:
- 6.10.1. **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.**
- 6.10.2. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- 6.10.3. Receipt of the minutes of the last meeting of a committee;
- 6.10.4. Consideration of the recommendations made by a committee;
- 6.10.5. Review of delegation arrangements to committees, subcommittees, staff and other local authorities.
- 6.10.6. Review of the terms of references for committees.
- 6.10.7. Appointment of members to existing committees.
- 6.10.8. Appointment of any new committees in accordance with standing order 19;
- 6.10.9. Review and adoption of appropriate standing orders and financial regulations.
- 6.10.10. Review of arrangements, (including legal agreements), with other local authorities, not-for-profit bodies and businesses;
- 6.10.11. Review of representation on or work with external bodies and arrangements for reporting back.
- 6.10.12. 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;

- 6.10.13. Review of inventory of land and other assets including buildings and office equipment.
- 6.10.14. Confirmation of arrangements for insurance cover in respect of all insurable risks.
- 6.10.15. Review the Council's complaints procedure.
- 6.10.16. 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 25, 26 and 27);
- 6.10.17. Review of the Council's policy for dealing with the press/media
- 6.10.18. Review of the Council's employment policies and procedures
- 6.10.19. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- 6.10.20. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. Extraordinary meetings of the Council, Committees and Sub-Committees

- 7.1. **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- 7.2. **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- 7.3. The chairman of a committee (or a subcommittee) may convene an extraordinary meeting of the committee or subcommittee at any time.
- 7.4. If the chairman of a committee (or a subcommittee) does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a subcommittee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.

8. Previous Resolutions

- 8.1. A resolution shall not be reversed within 6 months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 12, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 8.2. When a motion moved pursuant to standing order 8.1 has been disposed of, no similar motion may be moved for a further 6 months.

9. Voting on appointments

- 9.1. Where more than 2 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.

10. Proper Officer

- 10.1. 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.
- 10.2. The Proper Officer shall:
 - 10.2.1. **at least three clear days before a meeting of the Council, a committee or a subcommittee,**
 - 10.2.2. **serve on councillors by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - 10.2.3. **provide, in a conspicuous place, public notice of the 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 5.3 for the meaning of clear days for a meeting of a full Council and standing order 5.4 for the meaning of clear days for a meeting of a committee;

- 10.3. Subject to standing order 12, include on the agenda all motions in the order received unless a councillor has given written notice at least seven clear days before the meeting confirming his withdrawal of it.
- 10.4. **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- 10.5. **Facilitate inspection of the minute book by local government electors.**
- 10.6. **Receive and retain copies of byelaws made by other local authorities.**
- 10.7. Hold acceptance of office forms from councillors
- 10.8. Hold a copy of every councillor's register of interests;
- 10.9. 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;
- 10.10. Liaise, as appropriate, with the Council's Data Protection Officer;
- 10.11. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 10.12. Assist in the organisation of, storage of and 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);
- 10.13. Arrange for legal deeds to be executed;
(See also standing order 28)
- 10.14. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- 10.15. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 10.16. Refer a planning application received by the Council to the Chairman or in his absence Vice Chairman of the Planning and Development Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a

planning application requires consideration before the next ordinary meeting of the Planning and Development Committee.

- 10.17. Manage access to information about the Council via the publication scheme; and
- 10.18. 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 28)

11. Responsible Financial Officer

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

12. Motions for a meeting that require written notice to be given to the Proper Officer

- 12.1. 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.
- 12.2. 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 seven clear working days before the next meeting. Clear days do not include the day of the notice or the day of the meeting.
 - 12.2.1. The motion shall be accompanied by a supporting paper in a form prescribed by the Proper Officer to clearly set out the matter to be discussed and the action required.
 - 12.2.2. A motion may be submitted by any Member.
- 12.3. The Proper Officer may, before including a motion in the agenda received in accordance with standing order 12.2 and 12.2.1, correct obvious grammatical or typographical errors in the wording of the motion.
- 12.4. If the Proper Officer considers the wording of a motion received in accordance with standing order 12.2 and 12.2.1 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear working days before the meeting.
- 12.5. 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.
- 12.6. The decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 12.7. Motions received shall be recorded and numbered in the order that they are received.
- 12.8. Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- 13.1. The following motions may be moved without written notice to the Proper Officer.
 - 13.1.1. To correct an inaccuracy in the draft minutes of a meeting.
 - 13.1.2. To move to a vote
 - 13.1.3. To defer consideration of a motion (see also standing order 20)
 - 13.1.4. To refer a motion to a particular committee or sub-committee
 - 13.1.5. To appoint a person to preside at a meeting
 - 13.1.6. To change the order of business on the agenda
 - 13.1.7. To proceed to the next business on the agenda.
 - 13.1.8. To require a written report
 - 13.1.9. To appoint a committee or subcommittee and their members.
 - 13.1.10. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
 - 13.1.11. To extend the time limit for speaking.
 - 13.1.12. To exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
 - 13.1.13. To not hear further from a councillor or a member of the public
 - 13.1.14. To exclude a councillor or a member of the public for disorderly conduct.
 - 13.1.15. To temporarily suspend the meeting
 - 13.1.16. To suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
 - 13.1.17. To adjourn the meeting
 - 13.1.18. To close the meeting.

14. Rules of debate

- 14.1. 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.
- 14.2. Subject to standing orders 12.1 - 12.6, a motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 14.3. Subject to standing order 10.3, a motion on the agenda that is not moved by its proposer, may be treated by the chairman of the meeting as withdrawn.
 - 14.3.1. a motion may be submitted by any Member and non Committee Members have all the same rights as Committee Members with the exception of being able to vote.
- 14.4. 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.
- 14.5. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 14.6. If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which any further amendment may be moved.

- 14.7. 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.
- 14.8. 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.
- 14.9. 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.
- 14.10. Subject to standing order 14.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman.
- 14.11. One or more amendments may be discussed together if the chairman considers this expedient but each amendment shall be voted upon separately.
- 14.12. A councillor may not move more than one amendment to an original or substantive motion.
- 14.13. The mover of an amendment has no right of reply at the end of debate on it.
- 14.14. 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.
- 14.15. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - 14.15.1. To speak on an amendment moved by another councillor;
 - 14.15.2. To move or speak on another amendment if the motion has been amended since he last spoke;
 - 14.15.3. To make a point of order;
 - 14.15.4. To give a personal explanation; or
 - 14.15.5. To exercise the right of reply.
- 14.16. During the debate of 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.
- 14.16. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 14.17. When a motion is under debate, no other motion shall be moved except:
 - 14.17.1. to amend the motion;
 - 14.17.2. to proceed to the next business;
 - 14.17.3. to adjourn the debate;
 - 14.17.4. to put the motion to a vote;
 - 14.17.5. to ask a person to be no longer heard or to leave the meeting;
 - 14.17.6. to refer a motion to a committee or subcommittee for consideration;
 - 14.17.7. to exclude the public and press;
 - 14.17.8. to adjourn the meeting; or
 - 14.17.9. to suspend particular standing order(s), except those which reflect mandatory statutory or legal requirements.

- 14.18. 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 that the mover of the motion under debate has exercised or waived his right of reply.
- 14.19. Excluding motions under standing order 14.17 the contributions or speeches by a councillor shall relate only to the motion under discussion and not exceed 3 minutes without the consent of the chairman of the meeting.

15. Disorderly conduct

- 15.1. 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.
- 15.2. 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.
- 15.3. If a resolution made under standing order 15.2, is ignored, the chairman of the meeting may take such further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

16. Code of conduct and dispensations

See also standing order 5.23.

- 16.1. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- 16.2. 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.
- 16.3. 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.
- 16.4. **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.
- 16.5. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 16.6. A dispensation request shall confirm:
 - 16.6.1. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - 16.6.2. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - 16.6.3. the date of the meeting or the period (not exceeding 4 years) for which the dispensation is sought; and
 - 16.6.4. an explanation as to why the dispensation is sought.
- 16.7. Subject to standing orders 16.4 and 16.6, 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.

- 16.8. **A dispensation may be granted in accordance with standing order 16.5 if having regard to all relevant circumstances any of the following apply:**
- 16.8.1. **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;**
 - 16.8.2. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - 16.8.3. **it is otherwise appropriate to grant a dispensation.**

17. Code of Conduct Complaints

- 17.1. 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 25, report this to the Council.
- 17.2. Where the notification in standing order 17.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of that 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 17.4.
- 17.3. The Council may:
- 17.3.1. Provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - 17.3.2. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- 17.4. **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.**

18. Draft Minutes

- 18.1. If the draft minutes of a preceding meeting have been served on councillors with the agenda the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 18.2. 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 13.1.1.
- 18.3. The accuracy of the 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.
- 18.4. 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 [name of meeting] 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."

- 18.5. **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 18.6. Subject to the publication of draft minutes in accordance with standing order 18.5 and standing order 26.1 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.

19. Committees and Sub-Committees

- 19.1. **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- 19.2. **The members of the committee may include non-councillors unless it is a committee which regulates and controls the finance of the Council.**
- 19.3. **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors**
- 19.4. The Council may appoint standing committees or other committees as may be necessary, and:
- 19.4.1. shall determine their terms of reference;
 - 19.4.2. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - 19.4.3. shall subject to standing orders permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of their meetings;
 - 19.4.4. Shall, subject to standing orders 19.2 and 19.3, appoint and determine the terms of office of members of such a committee;
 - 19.4.5. May, subject to standing orders 19.2 and 19.3 appoint and determine the terms of office of the substitute members to a committee whose role is to replace ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer seven working days before the meeting that they are unable to attend;
 - 19.4.6. Shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - 19.4.7. Shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - 19.4.8. 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;
 - 19.4.9. Shall determine if the public may participate at a meeting of a committee;
 - 19.4.10. 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;
 - 19.4.11. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - 19.4.12. may dissolve a committee or sub-committee.

- 19.5. The Council shall at the annual (general) meeting appoint the following Standing Committees:
 - 19.5.1. Finance and Administration Committee
 - 19.5.2. HR and Compliance Committee
 - 19.5.3. Planning and Development Committee
 - 19.5.4. Leisure, Events and Environment Committee
- 19.6. The Chairman and Vice-Chairman of the Council shall be Members of every Committee.
- 19.7. Membership of the Planning and Development Committee and the Leisure, Events and Environment Committee shall consist of a minimum of six councillors excluding the chairman and vice-chairman. There is no maximum number of members.
- 19.8. Membership of the Finance and Administration Committee shall consist of the Chairman and Vice-Chairman of the Council, Chairman and Vice-Chairman of the other Standing Committees plus the Chairman of any other Committee appointed by the Council excluding the HR and Compliance Committee. In addition two other councillors may be appointed.
- 19.9. Membership of the HR and Compliance Committee shall consist of the Chairman and the Vice Chairman of the Council and two other councillors.
- 19.10. The HR and Compliance Committee is an internal confidential committee and shall be attended by members of the committee only. The HR and Compliance Committee meetings are not open to the press or to the public and any minutes from the Committee will not be placed in the public domain. The HR and Compliance Committee shall report either to the Finance and Administration Committee or to Council as appropriate.
- 19.11. The Council may appoint the chairman and vice-chairman of the Standing Committees at the annual (general) meeting. In the event that the Council fails to exercise this option in whole or in part the Committees shall, at their annual general meeting, elect a chairman and/or vice-chairman as necessary and a Member to act as Committee Clerk in the absence of the Proper Officer.
- 19.12. The functions of each Standing Committee shall be to consider matters referred to it by Agenda or otherwise and to determine and agree what actions, if any, should be taken. The area of policy allocated to each Committee is set out in Appendix 1 which is not an exclusive list but forms part of these standing orders. The Standing Committees have delegated responsibilities from Council in respect of all the areas of the Council business for which they are responsible including their budget and reserves with the exception that the Precept may only be set by full Council.
- 19.13. Unless otherwise agreed, committees of the Council will meet as set out in the Notice of Meetings issued annually.

20. Call In Procedure

- 20.1. All matters to be considered at Committees shall be subject to inclusion on its Agenda with the exception of matters raised under standing order 13.
- 20.2. In the event that a matter under consideration at a meeting of a Committee or sub-committee two voting and/or non-voting members consider that the matter should not be considered at Committee level but by full Council, those members may request to the chairman of the meeting that the matter be referred to full Council for a determination.

- 20.3. The call in procedure can only be invoked at the meeting once the matter has been opened for debate.
- 20.4. The call in procedure can only be applied on new items not contained within the agreed budget.

21. Accounts and Accounting Statements

- 21.1. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- 21.2. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- 21.3. 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:
 - 21.3.1. the Council's receipts and payments (or income and expenditure) for each quarter;
 - 21.3.2. The Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - 21.3.3. 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
- 21.4. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - 21.4.1. 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
 - 21.4.2. 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.
- 21.5. 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 Council for consideration for formal approval before 30 June.

22. Financial Controls and Procurement

- 22.1. 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:
 - 22.1.1. the keeping of accounting records and systems of internal controls;
 - 22.1.2. the assessment and management of financial risks faced by the Council;
 - 22.1.3. 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;

- 22.1.4. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - 22.1.5. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from tendering process or procurement exercise.
- 22.2. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 22.3. **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 22.6 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**
- 22.4. 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 work shall include, as a minimum, the following steps:
- 22.4.1. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - 22.4.2. 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 (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process
 - 22.4.3. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - 22.4.4. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - 22.4.5. 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;
 - 22.4.6. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-committee with delegated responsibility.
- 22.5. Neither the Council, nor a committee or sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 22.6. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or a supply contract or in excess of £4,551,413 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.**
- 22.7. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 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.**

23. Estimates/Precept

- 23.1. The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- 23.2. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than November.

24. Handling Staff Matters

- 24.1. A matter personal to a member of staff that is being considered by a meeting of the HR and Compliance Committee is subject to standing order 25 .
- 24.2. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of HR and Compliance Committee or, if he is not available, the Vice Chairman (if there is one) of HR and Compliance Committee of absence occasioned by illness or other reason and that person shall report such absence to the HR and Compliance Committee at its next meeting.
- 24.3. The Chairman of the HR and Compliance Committee or in his absence, the Vice Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the HR and Compliance Committee.
- 24.4. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman of the HR and Compliance Committee or in his absence, the Vice Chairman of the HR and Compliance Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR and Compliance Committee.
- 24.5. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the [the member of staff's job title] relates to the Chairman or Vice Chairman of the HR and Compliance Committee, this shall be communicated to another member of the HR and Compliance Committee, which shall be reported back and progressed by resolution of the HR and Compliance Committee.
- 24.6. 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.
- 24.7. In accordance with standing order 25.1 persons with line management responsibilities shall have access to staff records referred to in standing orders 24.6.

25. Management of information

See also standing order 26

- 25.1. **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.**
- 25.2. **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).

- 25.3. 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.
- 25.4. Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

26. Responsibilities to Provide Information

See also standing order 27

- 26.1. 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.
- 26.2. The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

27. Responsibilities under Data Protection Legislation

(Below is not an exclusive list).

See also standing order 25

- 27.1. The Council may appoint a Data Protection Officer.
- 27.2. The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- 27.3. The Council shall have a written policy in place for responding to and managing a personal data breach.
- 27.4. 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.
- 27.5. 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.
- 27.6. The Council shall maintain a written record of its processing activities.

28. Execution and sealing of legal deeds

See also standing orders 10.13 and 10.18

- 28.1. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 28.2. Subject to standing order 28.1 any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

29. Relations with the press/media

- 29.1. Requests from the press or other media for an oral or written statement or comment 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.

30. Communicating with District and County or Unitary Councillors

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

31. Restrictions on Councillor Activities

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

32. Standing orders generally

- 32.1. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to consideration of an item on the agenda for a meeting.
- 32.2. 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 of which by at least 4 councillors to be given to the Proper Officer in accordance with standing order 12.
- 32.3. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- 32.4. The decision of the chairman of a meeting as to the application of standing orders at meetings shall be final.

Cllr Mark Saxon
Chairman of the Council

David Allison
Proper Officer

FINANCIAL REGULATIONS 2019

1. General

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

- 1.10 In the absence of the RFO the Administrative Officer shall have the same authority as the RFO.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- entries from on a timely basis of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.14 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.
- 1.15 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 £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.16 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the

Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. Accounting and Audit (Internal and External)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, 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 and Administration Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, and be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual Estimates (Budget) and Forward Planning

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

4. Budgetary Control and Authority to Spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - The council for all items over £25,000;
 - The council or duly delegated committee of the council for items under £25,000.
 - Delegated authority to the Clerk for items under £2,000;
 - Delegated authority to the Administrative Officer for items under £500.

In the absence of the Clerk only and for business continuity the Administrative Officer, in conjunction with the Chairman of Council shall have the limit of £2,000.

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Finance and Administration Committee or the council. During the budget year and with the approval of council or the Finance and Administration Committee having considered fully the implications for public services, unspent and available amounts may be moved to other classes of expenditure ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

- 4.4. The salary budgets are to be reviewed at least annually in 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. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the Finance and Administration Committee or council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance and Administration Committee 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 annual budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking Arrangements and Authorisation of Payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The Council may seek credit references in respect of members or employees who act as signatories.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation forming part of the Agenda for the Finance and Administration Committee meeting present the schedule to the Finance and Administration Committee. The Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Finance and Administration Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting and another authorised signatory. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order in accordance with regulation 5.3, at the next available Finance and Administration Committee meeting.
- 5.5. The Clerk as RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- (a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled meeting of the Finance & Administration Committee, where the Clerk as RFO certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Administration Committee.
 - (b) An expenditure item authorised under 5.6 (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Administration Committee; or
 - (c) fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Administration Committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and Administration Committee.
- 5.7. A record of regular payments made under 5.6 shall be drawn up and be signed by two members on each and every occasion when payment is authorised – thus controlling the risk of duplicated payments being authorised and/or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary interest or other interest, unless a dispensation has been granted.
- 5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be double checked by officers.

6. Instructions for the Making of Payments

- 6.1. The Council will make safe and efficient arrangements for making of its payments.
- 6.2. Following authorisation under Financial Regulation 5, the council, a duly delegated committee or, if so delegated, the Clerk/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the duly delegated committee.
- 6.4. Cheques for payment drawn on the bank account in accordance with the schedule as presented to the Finance and Administration Committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is also a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Finance and Administration Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water), any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the Finance and Administration Committee as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for payment are approved, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the Finance and Administration Committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council or the Finance and Administration Committee payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or the Finance and Administration Committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk as RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council

banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy and/or email notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or the Finance and Administration Committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and Administration Committee. Transactions and purchases made will be reported to the Finance and Administration Committee and authority for topping-up shall be at the discretion of the Finance and Administration Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and the Council Rangers and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of Salaries

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions 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 the next available Finance and Administration Committee meeting, as set out in these regulations.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or HR and Compliance Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - (a) by any councillor who can demonstrate a need to know;
 - (b) by the internal auditor;
 - (c) by the external auditor; or
 - (d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. Loans and Investments

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. 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.
- 8.4. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

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 11.1.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. **Contracts**

- 11.1. Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk/RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations.
- (c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).

- (d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- (e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- (g) Any invitation to tender issued under this regulation shall be subject to Standing Orders 22.4, and shall refer to the terms of the Bribery Act 2010.
- (h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 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.

12. Payments under Contracts for Building or Other Construction Works

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

13. Stores and Equipment

- 13.1. The Council Rangers shall be responsible for the care and custody of stores and equipment in the Council Depot with overall responsibility resting with the Clerk.
- 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 Clerk shall be responsible for ensuring that periodic checks of stocks and stores are carried out at least annually.

14. Assets, Properties and Estates

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate). Council may need to determine whether standing order 5.5 should apply due to the confidentiality of the report.
- 14.5. Subject only to the limit set in Regulation 14.2, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

- 15.1. Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all appropriate insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. 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.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

16. Risk Management

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk 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.
- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. Suspension and Revision of Financial Regulations

- 17.1. 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.
- 17.2. 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.

Cllr Mark Saxon
Chairman of the Council

David Allison
Responsible Finance Officer

Terms of Reference of Standing Committees

The functions of each Standing Committee shall be to consider matters referred to it by Agenda or otherwise and to determine and agree what actions, if any, should be taken. The area of policy allocated to each Committee is set out below but is not an exclusive list. The Standing Committees have delegated responsibilities from Council in respect of all the areas of the Council business for which they are responsible including their budget and reserves with the exception that the Precept may only be set by full Council.

Finance and Administration

- a. To advise the Council in formulating its objectives and priorities and in establishing programmes. To recommend such steps as are necessary to achieve objectives.
- b. Without detracting from the duties and responsibilities of the other Committees, to review the effectiveness of the whole of the Council's organisation, its standards and levels of service.
- c. To consider and make recommendations to the Council on the policies of all Committees and, where appropriate, to make recommendations thereon to the Council.
- d. To consider and make recommendations on any matters referred to it by the Council or other Committees.
- e. To consider and submit to the Council budget proposals for each financial year after considering proposals submitted by other Committees.
- f. To consider all matters relating to property owned by the Council.
- g. To consider and make recommendations to the Council on policy in respect of asset replacement.
- h. To consider and advise on write off irrecoverable monies
- i. To consider any proposed expenditure or reduction in income for which no provision has been made in the approved budgets.
- j. To consider and advise on all matters relating to Council personnel.
- k. To deal with any matter not specifically allocated to another Committee.
- l. To consider and make recommendations to the Council on policy in respect of Police Community Support Officers within Croxley Green.
- m. To approve the payment of Accounts and to monitor the level of income/expenditure.
- n. To authorise the virement of funds from unspent and available amounts from the Council's budget or to and from general and earmarked reserves.

HR and Compliance Committee

- a. Recruitment of Proper Officer, Responsible Finance Officer and other staff as required.
- b. Recruitment and selection procedures.
- c. To undertake the Proper Officer's appraisal and review staff appraisal and development
- d. Review of staff contracts, grievance and discipline policies every two years
- e. Monitor staff and accommodation requirements.
- f. Review the management of rights in relation to leave, time off and illness.

- g. To ensure that the Proper Officer has everything required for managing other staff.
- h. To oversee the health and safety of all staff and review risk assessments.
- i. By input from the Proper Officer, to be kept up to date with developments in employment law.
- j. The HR and Compliance Committee will serve as the disciplinary or grievance panel for staff and councillors.
- k. To agree the members to sit on an appeals panel to hear appeals against a decision on a grievance.
- l. Review of updates to the Staff Manual.
- m. Oversee the implementation and co-ordination of a councillor training programme.

Planning and Development

- a. Town Planning:
 - Considers and comments upon planning applications submitted to the District Council
 - Reviews decisions made by the District Council on planning applications
 - Responds to any consultation documents on planning matters
- b. Public Transport
- c. Road Safety
- d. Neighbourhood Planning/Village Appraisal
- e. Sign Posting.

Leisure, Events & Environment Committee

Committee purpose

- To maintain Croxley Green as a place to live, work and flourish
- To protect and maintain the open spaces and woodland within the parish boundary
- To ensure that the use of land enhances Croxley Green and protects the environment
- To maintain the parish's semi-rural character by protecting and improving the green spaces and keeping rights of way
- To keep the community 'family friendly'
- To enhance community wellbeing by facilitating events and projects that improve life in Croxley Green

The committee's responsibilities:

- Manages and enhances community assets in the ownership or under the control of the Parish Council;
- Reviews work programmes planned to be carried out by parish rangers;
- Offers services and funding that enhance community wellbeing;

- Makes budget proposals, oversees its budget, has delegated authority to spend the budget within the approved total and has indirect responsibility for parish resources used in delivering the services above; and
- Monitors and progresses the successful delivery of budgeted projects and events.

Community assets means:

- All current and potential village greens, parks, recreation grounds, allotments, public open spaces, ponds and other community land;
- Automated External Defibrillators; and
- Street furniture including, as appropriate, litter bins, dog waste bins, salt bins, bus shelters, notice boards and Council signage.

Enhancing community wellbeing means:

- Delivering community events;
- Making possible, subscribing to, sponsoring, funding or partially funding community events and community assets and other leisure and environmental projects;
- Community and environmental enforcement work, including for example, illegal tipping and litter picking in areas owned, controlled or managed by the parish council; and
- Encouraging councillors, staff and members of the public to make suggestions for new and improved services and amenities within the committee's scope to be provided by the council.

The Committee

- Recommends to the Council the budget and resources required for the provision of existing and proposed services;
- Reviews its own work and recommends improvements or reductions in services;
- Makes transfers (virements) within the committee's budget as the community's needs vary;
- Seeks F&A approval for funding for any projects outside its agreed budget if this cannot be resourced from within its existing budget;
- Establishes service policies, approves programmes of work, monitors performance and takes decisions in respect of budgeted costs; and
- Provides reports on its work to the Council.



CROXLEY GREEN PARISH COUNCIL CODE OF CONDUCT

As a member or co-opted member of Croxley Green Parish Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this authority.

The principles of public life apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the civil service, local government, the police, courts and probation services, NDPBs, and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also have application to all those in other sectors delivering public services.

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 make decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY: Holders of public office must act and make 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 make 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.

As a Member of Croxley Green Parish Council my conduct will in particular address the statutory principles of the code of conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting their interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the authority's area or the good governance of the authority in a proper manner.

- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account but restricting access to information when the wider public interest or the law requires it
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.
- Valuing my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.
- Always treating people with respect, including the organisations and public I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this authority.

The Act further provides for registration and disclosure of interests and in Croxley Green Parish Council I will comply with the following requirements

1 Disclosable Pecuniary Interests

I must within twenty-eight days of (a) this Code being adopted by this authority or (b) my election or appointment to office (where this is later) -

- 1.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a disclosable pecuniary interest or other pecuniary interest
- 1.2 ensure that my register of interests is kept up to date and notify The Clerk of the Council in writing within 28 days of becoming aware of any change in respect of my disclosable pecuniary interests
- 1.3 make verbal declaration of the existence and nature of any disclosable pecuniary interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent
- 1.4 "Meeting" means any meeting organised by or on behalf of the authority, including –
 - 1.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council

- 1.4.2 in taking a decision as a District Ward councillor or as a Member of the Council
- 1.4.3 at any briefing by officers; and
- 1.4.4 at any site visit to do with business of the authority

2 Other Interests

- 2.1 In addition to the requirements of Paragraph 1.3, if I attend a meeting at which any item of business is to be considered and I am aware that I have a registrable non-pecuniary interest, or an interest under 2.2, in that item, I must make verbal declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent
- 2.2 I have a non-registrable interest in an item of business of my authority where –
 - 2.2.1 a decision in relation to that business might reasonably be regarded as affecting my well-being or financial standing, or the well-being or financial standing of a member of my family, or a person with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area, for which I have been elected or otherwise of the authority's administrative area.

3 Gifts and Hospitality

- 3.1 I must, within 28 days of receipt, notify The Clerk of the Council in writing of any gift, benefit or hospitality with a value in excess of £25 which I have accepted as a member from any person or body other than the authority.
- 3.2 The Clerk of the Council will place my notification on a public register of gifts and hospitality.
- 3.3 This duty to notify The Clerk of the Council does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

Appendix

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. 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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (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	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.