



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

23rd March 2023

SUMMONS TO ATTEND A MEETING OF THE FINANCE & RESOURCES COMMITTEE

TO: All Members of the Finance and Resources Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 29th March 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

Cllrs Ruth Fisher (Chair), Nova Bradley, Sandra Coleman, David Heyes (Vice-Chair), Emily Holmes, Georgia Mazower, Sharon Wheaton and Natasha Whitmill.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence

2. Declaration of interests.

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

3. Minutes

To approve the minutes of the Finance and Resources Committee meeting held on 1st February 2023.

4. Public Participation

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation

5. Committee Action Plan

To receive an update and consider any related recommendations.

6. Income and Expenditure

To receive detailed income and expenditure reports by budget heading

7. Schedule of Payments for approval

To receive and approve the schedule of payments.

8. Forward Work Programme

- a. To review the Council's risk register and send any recommendations for Full Council
- b. To review the Council's Financial Regulations and send any recommendation to Full Council
- c. To review the Council's Standing Orders and send any recommendation to Full Council

9. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 10 and 11 .

10. Staffing Matters

- a. To receive and approve the annual leave policy.
- b. To receive a report from the Town Clerk following the recruitment of the Responsible Finance Officer.

11. Christmas light's infrastructure

To receive a report from The Town Clerk

12. Date of next meeting - Monday 12th June 2023



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Minutes of a FINANCE AND RESOURCES COMMITTEE meeting held on the 1st February 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Natasha Whitmill (Acting Chair), Sandra Coleman, Sharon Wheaton, David Heyes

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

FR34	Apologies for Absence Apologies were received from Cllr Ruth Fisher.
FR35	Declaration of Interests None received.
FR36	Minutes a. RESOLVED: That the Chair approves and signs the Minutes of the Committee meeting held on the 23 rd November 2022. b. Members noted the Minutes of the Staffing Sub-Committee meeting held on the 22 nd December 2022.
FR37	Public Participation None received.
FR38	Committee Action Plan Members received the updated ongoing action plan.
FR39	Income and Expenditure for 10/01/2023 Members received detailed income and expenditure reports by budget heading. Members noted that the Mayor's Allowance will be spent for the Mayor's Ball and Charitable donation in the next month.
FR40	Schedule of Payments for Approval Members received the schedule of payments from 01/11/2022 to 19/02/2023. Cllr Coleman proposed to accept the payments, seconded by Cllr Wheaton. RESOLVED: That members approve the schedule of payments from 01/11/2022 to 19/02/2023.
FR41	Forward Work Programme Members received and reviewed the following draft policies: a. Communication Strategy Policy The Clerk noted that the Financial Transparency page is underway and will be published on the Town Council website in the coming weeks.

	<p>b. Protocol on Member/Officer Relations</p> <p>Members queried how often this protocol should be reviewed and updated. The Town Clerk stated that the protocol would be reviewed regularly and given to new Councillors in their induction packs.</p> <p>Cllr Coleman proposed that a new remembrance and dedication policy needs to be made about memorials and benches. Cllrs agreed and that this policy should also include Honorary Citizens and how this is awarded.</p> <p>Members agreed to delegate to Cllr Heyes, Coleman, and Whitmill and to bring this proposal back to the next Finance and Resources Committee meeting.</p> <p>RESOLVED: For Cllrs Heyes, Coleman, and Whitmill to draft a proposal for a remembrance and dedication policy, and to bring this back to the next Finance and Resources Committee to agree.</p> <p>Cllr Coleman proposed to accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved, seconded by Cllr Wheaton. All in favour.</p> <p>RESOLVED: To accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved.</p>
<p>FR42</p>	<p>Planned Tree Maintenance</p> <p>Members received and considered a report regarding planned tree maintenance at St Mary’s Church from the Town Clerk.</p> <p>Cllr Coleman proposed to accept the quote for tree works as proposed, seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: To accept the quote for planned tree maintenance at St Mary’s Church for £4,680.00 by Canopy Arboricultural, and that the planned health and safety works are carried out subject to faculty permissions.</p>
<p>FR43</p>	<p>Date of Next Meeting 29th March 2023</p>

The Chair closed the meeting at 7:21pm.

Agenda item 5 – Committee action plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Health and Safety Audit	CNTC/Approved consultants	£3800 Telephone £3000 IT hardware/software	May 21	Sept 22	All recommendations following the H&S audit are now either complete or in progress.
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Jan 22	A full list of policies are on the F&R forward work programme and are being worked through systematically.
Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
Review the Council's fees and charges annually	CNTC	n/a	Ongoing	Ongoing	Community Committee have reviewed the fees and charges for 2023.
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal audit underway
Develop a Communication Strategy	CNTC	N/A	July 22		Approved July 2022
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022.
Ensure that the Council's finances are invested wisely	CNTC				Investment strategy approved July 2022.
Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	CNTC	£1000	Ongoing	Ongoing	New website launched. CNTC staff to add news articles/agendas and publications. Monthly newsletter
Ensure that staff and members are suitably trained	CNTC	£3000	July 22	Ongoing	Staff needs assessment complete. Member needs assessment to be circulate in the summer once election are complete.

It is important to note that action plans are fluid and can be subject to change at any time.

Detailed Income & Expenditure by Budget Heading 27/03/2023

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
3210 Admin Charges	7,683	0	5,000	5,000			0.0%	
3211 C N History Trail	27	0	0	0			0.0%	
3290 Miscellaneous Income	12,933	2,212	0	(2,212)			0.0%	
3291 Tourist Information	0	0	51	51			0.0%	
Administration :- Income	20,643	2,212	5,051	2,839			43.8%	0
4100 Salaries/Superann/NI	96,080	111,019	132,000	20,981		20,981	84.1%	
5110 Stationery	620	394	1,000	606		606	39.4%	
5120 Photocopying Costs	2,617	3,014	2,600	(414)		(414)	115.9%	
5125 Tourist Information	229	0	500	500		500	0.0%	
5127 C N History Trail	0	(6)	0	6		6	0.0%	
5200 Postage	251	84	700	616		616	12.1%	
5210 Telephone and Comms	4,620	5,301	3,800	(1,501)		(1,501)	139.5%	
5310 Office Equipment	141	1,803	2,000	197		197	90.1%	
5340 Website Costs	4,496	1,520	1,000	(520)		(520)	151.9%	
5360 Computer Hardware/Software	2,078	3,581	3,000	(581)		(581)	119.4%	
6200 Rent	1,150	119	1,150	1,031		1,031	10.4%	
6210 Rates	2,695	2,470	2,700	230		230	91.5%	
6400 Repairs and Maintenance	0	0	0	0		0	0.0%	625
7100 Travel & Subsistence	0	158	200	42		42	78.9%	
7300 Staff & Councillors Training	2,698	3,058	3,000	(58)		(58)	101.9%	
7500 Legal & Professional Fees	695	1,654	1,500	(154)		(154)	110.3%	
7510 Audit Fees	2,265	2,498	2,500	2		2	99.9%	
7600 Subscriptions	1,827	1,985	2,000	15		15	99.3%	
7630 Bank Charges	200	229	100	(129)		(129)	228.9%	
7650 Insurance	1,458	1,800	1,800	0		0	100.0%	
7710 Election Expenses	0	4,404	4,404	0		0	100.0%	
7720 Other Miscellaneous Expenses	794	829	1,500	671		671	55.3%	
Administration :- Indirect Expenditure	124,913	145,914	167,454	21,540	0	21,540	87.1%	625
Net Income over Expenditure	(104,269)	(143,701)	(162,403)	(18,702)				
6000 plus Transfer from EMR	0	625						
6001 less Transfer to EMR	12,810	0						
Movement to/(from) Gen Reserve	(117,079)	(143,076)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	31,000	28,500	26,000	(2,500)		(2,500)	109.6%	
7680 Youth Council	0	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	31,000	28,500	28,500	0	0	0	100.0%	0
Net Expenditure	(31,000)	(28,500)	(28,500)	0				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Miscellaneous</u>								
3100 Precept Income	315,055	340,840	340,840	0			100.0%	
3180 Interest Receivable	244	6,326	200	(6,126)			3163.2%	
3230 Manorial Land (Pace Petroleum)	15,000	11,250	15,000	3,750			75.0%	
3290 Miscellaneous Income	6,000	6,405	0	(6,405)			0.0%	6,405
3292 Christmas Market Income	0	4,777	0	(4,777)			0.0%	
Miscellaneous :- Income	336,299	369,599	356,040	(13,559)			103.8%	6,405
4100 Salaries/Superann/Nl	16,255	16,576	15,700	(876)		(876)	105.6%	
6405 Christmas Market Expenses	130	1,000	1,000	0		0	100.0%	
6407 Xmas Lights/Trees	13,732	13,480	15,000	1,520		1,520	89.9%	
6418 Defibrillators	0	505	500	(5)		(5)	101.0%	395
6460 Streetscene	11,989	4,208	10,000	5,792		5,792	42.1%	4,002
6461 HGV signs	0	5,987	8,000	2,013		2,013	74.8%	5,987
6462 Grit Bins/Snow	(0)	0	3,500	3,500		3,500	0.0%	
6490 Trees/Flower Beds Middle Row	258	877	2,500	1,623		1,623	35.1%	
6495 Street Furniture	2,752	3,760	3,000	(760)		(760)	125.3%	
6498 Contingency Fund	(1,394)	2,648	10,000	7,352		7,352	26.5%	
7100 Travel & Subsistance	927	1,560	1,600	40		40	97.5%	
7500 Legal & Professional Fees	23,831	5,263	29,000	23,737		23,737	18.1%	
7720 Other Miscellaneous Expenses	1,291	811	1,250	439		439	64.9%	
Miscellaneous :- Indirect Expenditure	69,771	56,675	101,050	44,375	0	44,375	56.1%	10,384
Net Income over Expenditure	266,528	312,923	254,990	(57,933)				
6000 plus Transfer from EMR	7,530	10,384						
6001 less Transfer to EMR	4,000	6,405						
Movement to/(from) Gen Reserve	270,058	316,902						
<u>104 Youth</u>								
5322 Expenses	6,405	12,810	19,215	6,405		6,405	66.7%	12,810
Youth :- Indirect Expenditure	6,405	12,810	19,215	6,405	0	6,405	66.7%	12,810
Net Expenditure	(6,405)	(12,810)	(19,215)	(6,405)				
6000 plus Transfer from EMR	6,405	12,810						
Movement to/(from) Gen Reserve	0	0						
<u>110 Town Hall</u>								
3115 Lettings Income	20,059	23,454	26,000	2,546			90.2%	
3140 WODC Water Rates Contrib	81	102	100	(2)			101.9%	
3290 Miscellaneous Income	0	133	0	(133)			0.0%	
Town Hall :- Income	20,140	23,689	26,100	2,411			90.8%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Salaries/Superann/Nl	22,715	28,285	19,800	(8,485)		(8,485)	142.9%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	545	798	630	(168)		(168)	126.6%	
6110 Heat and Light	6,016	4,874	6,000	1,126		1,126	81.2%	
6130 Water & Sewerage	657	1,349	680	(669)		(669)	198.4%	
6210 Rates	10,230	9,378	10,230	853		853	91.7%	
6230 Window Cleaning	725	500	800	300		300	62.5%	
6240 Alarm/Fire Extinguisher Insp	2,348	1,276	1,600	324		324	79.7%	
6310 Cleaning / Sanitary Expenses	1,180	1,214	1,500	286		286	80.9%	
6330 Waste Disposal	555	582	600	18		18	97.1%	
6400 Repairs and Maintenance	2,906	16,744	30,000	13,256		13,256	55.8%	6,630
6402 Town Hall Restoration Fund	0	15,350	0	(15,350)		(15,350)	0.0%	15,350
6408 New Equipment	0	3,766	2,500	(1,266)		(1,266)	150.6%	
7610 Licences	605	800	800	0		0	100.0%	
7650 Insurance	2,834	2,800	3,000	200		200	93.3%	
7720 Other Miscellaneous Expenses	567	565	500	(65)		(65)	112.9%	
Town Hall :- Indirect Expenditure	51,882	88,280	80,140	(8,140)	0	(8,140)	110.2%	21,980
Net Income over Expenditure	(31,742)	(64,590)	(54,040)	10,550				
6000 plus Transfer from EMR	0	21,980						
Movement to/(from) Gen Reserve	(31,742)	(42,610)						
<u>120 Greystones</u>								
3110 Rents Receivable	2,040	2,040	2,040	0			100.0%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,215	2,215	2,215	0			100.0%	0
6210 Rates	60	174	375	201		201	46.3%	
6400 Repairs and Maintenance	1,519	1,690	2,500	810		810	67.6%	
7650 Insurance	227	300	300	0		0	100.0%	
Greystones :- Indirect Expenditure	1,805	2,163	3,175	1,012	0	1,012	68.1%	0
Net Income over Expenditure	410	52	(960)	(1,012)				
<u>130 Cemetery</u>								
3190 Interments & Memorials	14,969	11,995	11,200	(795)			107.1%	
3191 Grave Purchase	7,040	5,685	4,000	(1,685)			142.1%	
3290 Miscellaneous Income	0	50	0	(50)			0.0%	
Cemetery :- Income	22,009	17,730	15,200	(2,530)			116.6%	0
6130 Water & Sewerage	69	60	100	40		40	59.9%	

Detailed Income & Expenditure by Budget Heading 27/03/2023

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6210 Rates	1,258	1,326	1,000	(326)		(326)	132.6%	
6400 Repairs and Maintenance	200	11,206	1,000	(10,206)		(10,206)	1120.5%	6,774
6465 Contract	11,156	7,447	12,500	5,053		5,053	59.6%	
6471 Skips for cemetery	720	825	600	(225)		(225)	137.5%	
7650 Insurance	454	500	600	100		100	83.3%	
7720 Other Miscellaneous Expenses	314	2,291	500	(1,791)		(1,791)	458.3%	
Cemetery :- Indirect Expenditure	14,171	23,655	16,300	(7,355)	0	(7,355)	145.1%	6,774
Net Income over Expenditure	7,838	(5,925)	(1,100)	4,825				
6000 plus Transfer from EMR	0	6,774						
Movement to/(from) Gen Reserve	7,838	849						
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	1,515	5,144	1,500	(3,644)		(3,644)	342.9%	
6468 Maintenance incl. drains	2,234	3,636	3,700	64		64	98.3%	
Closed Churchyard :- Indirect Expenditure	3,749	8,780	5,200	(3,580)	0	(3,580)	168.8%	0
Net Expenditure	(3,749)	(8,780)	(5,200)	3,580				
<u>151 Recreation</u>								
6200 Rent	1,000	1,000	1,000	0		0	100.0%	
6400 Repairs and Maintenance	1,983	14,033	4,500	(9,533)		(9,533)	311.8%	9,023
6410 New Equipment	7,955	6,603	30,000	23,397		23,397	22.0%	
6413 Sports Awards	305	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	4,364	3,668	6,500	2,832		2,832	56.4%	
6465 Contract	7,341	3,675	5,200	1,525		1,525	70.7%	
7650 Insurance	2,700	2,225	2,700	475		475	82.4%	
7720 Other Miscellaneous Expenses	447	681	1,000	319		319	68.1%	
Recreation :- Indirect Expenditure	26,095	31,885	51,400	19,515	0	19,515	62.0%	9,023
Net Expenditure	(26,095)	(31,885)	(51,400)	(19,515)				
6000 plus Transfer from EMR	0	9,023						
Movement to/(from) Gen Reserve	(26,095)	(22,862)						
<u>160 Events</u>								
6414 Events	0	8,107	9,500	1,393		1,393	85.3%	
6419 Occasional Events	0	2,100	2,500	400		400	84.0%	
Events :- Indirect Expenditure	0	10,208	12,000	1,792	0	1,792	85.1%	0
Net Expenditure	0	(10,208)	(12,000)	(1,792)				

Detailed Income & Expenditure by Budget Heading 27/03/2023

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>180 Pool Meadow</u>								
3290 Miscellaneous Income	0	6,794	0	(6,794)			0.0%	(6,794)
Pool Meadow :- Income	<u>0</u>	<u>6,794</u>	<u>0</u>	<u>(6,794)</u>				<u>(6,794)</u>
6417 Maintenance	120	11,039	7,000	(4,039)		(4,039)	157.7%	7,564
Pool Meadow :- Indirect Expenditure	<u>120</u>	<u>11,039</u>	<u>7,000</u>	<u>(4,039)</u>	<u>0</u>	<u>(4,039)</u>	<u>157.7%</u>	<u>7,564</u>
Net Income over Expenditure	<u>(120)</u>	<u>(4,245)</u>	<u>(7,000)</u>	<u>(2,755)</u>				
6000 plus Transfer from EMR	0	7,564						
6001 less Transfer to EMR	0	(6,794)						
Movement to/(from) Gen Reserve	<u>(120)</u>	<u>10,112</u>						
<u>185 Millennium Garden</u>								
6417 Maintenance	11	0	0	0		0	0.0%	
6465 Contract	1,266	629	1,500	871		871	41.9%	
Millennium Garden :- Indirect Expenditure	<u>1,277</u>	<u>629</u>	<u>1,500</u>	<u>871</u>	<u>0</u>	<u>871</u>	<u>41.9%</u>	<u>0</u>
Net Expenditure	<u>(1,277)</u>	<u>(629)</u>	<u>(1,500)</u>	<u>(871)</u>				
<u>186 War Memorial</u>								
6465 Contract	127	0	200	200		200	0.0%	
6470 War Memorial	400	0	500	500		500	0.0%	
War Memorial :- Indirect Expenditure	<u>527</u>	<u>0</u>	<u>700</u>	<u>700</u>	<u>0</u>	<u>700</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(527)</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	2,385	51	3,000	2,949		2,949	1.7%	
7690 Mayors Allowance	2,730	698	2,800	2,102		2,102	24.9%	
Mayors Allowance :- Indirect Expenditure	<u>5,115</u>	<u>748</u>	<u>5,800</u>	<u>5,052</u>	<u>0</u>	<u>5,052</u>	<u>12.9%</u>	<u>0</u>
Net Expenditure	<u>(5,115)</u>	<u>(748)</u>	<u>(5,800)</u>	<u>(5,052)</u>				
Grand Totals:- Income	401,307	422,239	404,606	(17,633)			104.4%	
Expenditure	336,831	421,285	499,434	78,149	0	78,149	84.4%	
Net Income over Expenditure	<u>64,476</u>	<u>954</u>	<u>(94,828)</u>	<u>(95,782)</u>				
plus Transfer from EMR	13,935	69,160						
less Transfer to EMR	16,810	(389)						
Movement to/(from) Gen Reserve	<u>61,601</u>	<u>70,503</u>						

Unity Trust Bank

List of Payments made between 20/01/2023 and 20/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/01/2023	OCC Pension Fund	BACS	2,970.74	RP/JG	LGPS Contributions for staff
20/01/2023	Unity Trust Bank	BACS	9,631.11	RP/JG	Salaries - Jan
20/01/2023	HMRC	BACS	2,986.63	RP/JG	Tax/NI - Jan
20/01/2023	Product Imports Ltd	Online2	91.00		Oilcloth tablecloth 20m T/H
20/01/2023	Amazon Services Eu/Amazon	LL Card2	38.99		Folding storage boxes x 4
24/01/2023	STL Communications Limited	DD	926.21		Telephone services to 31 Dec
24/01/2023	BIIAB Qualifications Ltd	CARD24/01	168.00	RP/CB	Licence holders course -TK
25/01/2023	Zoom Video Communications inc.	DD3	11.99		Zoom Subs Jan-Feb 2023
26/01/2023	Got2B Community Interest Compa	Online3	6,405.00		Youth work services
31/01/2023	WODC	TRANSFER	16.00	RP/DH	Greystones - Jan C/Tax
31/01/2023	Oxfordshire County Council	TRANSFER	2,970.74	RP/JG	Pension Contributions Jan
31/01/2023	Canopy	Online1	900.00		Fell Cherry Laurel - Cemetery
31/01/2023	ESPO	Online4	240.24		Toilet roll T/H
31/01/2023	Viking	Online5	401.69		Sum up Reader & Kettle
31/01/2023	Broadsword	Online6	168.00		CCTV contract 20223-2024
31/01/2023	The Sign Builder	Online7	79.19		Play Area signs
31/01/2023	GH Safety Ltd	Online8	594.00		IOSH Course April2023
31/01/2023	MEMSAFE	Online9	2,400.00		Cemetery stone repairs (Jan)
31/01/2023	Rialtas Business Solutions Ltd	Online10	214.50		Facilities/calendar set up
31/01/2023	Bruern Farm	Online11	1,171.20		61 Christmas Trees
31/01/2023	SSE Southern Electric	BP 310123	780.49		Electric 21.6.22-13.9.22
31/01/2023	Oxfordshire County Council	TRANSFER	-2,970.74	Data Correction	DUPLICATE ENTRY - LGPS Jan
01/02/2023	WODC	TNSFR	225.00	DH/	Rates Guidhall Feb
01/02/2023	Nicholson Nurseries Ltd	08/02	303.00		Queen's tree
06/02/2023	British Gas	DD06/02	417.47		T/H Gas 20/12/22 - 19/1/23
07/02/2023	Canva Pty Limited	PP CANV	10.99	RP/	Monthly Subscription
13/02/2023	Gill & Co (Ironmongers) Limite	Gill13/02	56.30		TH Bulbs/Rec benches
13/02/2023	McCracken & Sons Ltd	McC13/02	1,367.24		Grounds Maintenance 1,2,3 Jan
13/02/2023	Drain Doctor Plumbing	Ddoc13/02	616.00		Septic tank/road gully
13/02/2023	Doherty Electrical Services	DOH13/02	75.00		Cooker extractor repair T/H
13/02/2023	Thomas Cleaning Ltd	TC13/02	124.32		Office cleaning - Jan
13/02/2023	West Oxfordshire District Coun	WODC13/02	180.00		Annual Licence 02/23-02/24 T/H
14/02/2023	WODC	TNSFR	852.00	DH/	Rates Town Hall - Feb
20/02/2023	HMRC	TNSFR	2,946.35	RP/	Staff Salary -Tax/NI Feb
20/02/2023	OCC Pension Fund	TNSFR	2,371.29	RP/	Staff LGPS - Feb
20/02/2023	Unity Trust Bank	TNSFR	8,603.84	RP/LA	Staff Salaries - Feb
21/02/2023	Sports and Play Consulting Ltd	SP21/02	1,950.00		Re-development Cotswold Play A
21/02/2023		AJP21/02	1,443.75		Locum RFO services Jan
21/02/2023	Warburton	War21/02	398.76		T/H Gas servicing
21/02/2023	James English Window Cleaning	JE21/02	240.00		Windows & phone box cleaning
21/02/2023	Canopy	Can21/02	2,844.00		Pool Meadow trees
21/02/2023	Swift Digital Services	SWF21/02	310.47		Photocopying costs
21/02/2023	Ubico Limited	UBI21/02	363.68		Bin emptying contract (Feb)
21/02/2023	Justin Bucknell Electrical Ltd	Buc21/02	115.00		T/H Fault find (Extractor)
21/02/2023	Drain Doctor Plumbing	Ddoc21/02	324.00		Storm Gully ST Mary's Church
21/02/2023	WODC	TNSFR	16.00	DH/	Rates Greystones - Feb
21/02/2023	WODC	TNSFR	121.00	DH/	Rates Cemetery - Feb

List of Payments made between 20/01/2023 and 20/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/02/2023	The Piano Project CIC	21/02	21,500.00		Welmer Upright Piano T/H
21/02/2023	The Piano Project CIC	21/02	-19,350.00		Welmer Upright Piano T/H
24/02/2023	STL Communications Limited	DD24/02	626.27		Telephone TH/ Guidhall Jan-Feb
24/02/2023	██████████	TRANS	45.00	RP/DH	Expenses (Opt)
27/02/2023	Thames Valley Water Services L	TVW24/02	330.00		T/H Legionella Checks (Jan)
03/03/2023	WODC	TRANSFER	225.00	RP/	Rates Guildhall - Mar
06/03/2023	OCC Pension Fund	TNSFR	295.48	LA	LGPS - Feb T/H
06/03/2023	Noticeboard Company (UK) Ltd	06/03	556.80		A3 sign - Cotswold Cres Play
09/03/2023	Turvec Solutions Ltd	09/03	4,170.00		Bike repair Stn
09/03/2023	Canva Pty Limited	DD	10.99		Monthly Subscription - Mar
10/03/2023	Canopy	10/03	480.00		Clearance work - cemetery
14/03/2023	WODC	TRANSFER	16.00	RP/	Rates Greystones - Mar
14/03/2023	WODC	TRANS	121.00	RP/	Rates Cemetery - Mar
14/03/2023	WODC	TRANSFER	852.00	RP/	Rates T/H - Mar
15/03/2023	Ingham pinnock Associates Lts	15/03-001	1,800.00		Consultancy T/H Stage1&2
15/03/2023	SLCC	15/03-002	337.00		Membership fee LA
15/03/2023	Gill & Co (Ironmongers) Limite	15/03-003	9.50		Survey line paint/spray T/H
15/03/2023	Rialtas Business Solutions Ltd	15/03-004	210.00		Training AP (Teams)
15/03/2023	Thomas Cleaning Ltd	15/03-005	124.32		Office cleaning
15/03/2023	K J Millard - Skip Hire	15/03-006	306.00		6yd Skip/Asbestos bag cemetery
15/03/2023	Live & Learn Uk Ltd	15/03-007	130.00		Personal Licence application
15/03/2023	Doherty Electrical Services	15/03-008	90.50		Repair defib Red Lion F/H
15/03/2023	Institute of Cemetery & Cremat	15/03-009	168.00		Cemetery compliance Training
15/03/2023	The Community Heartbeat Trust	15/03-010	250.80		Battery for Defib (Lodge)
15/03/2023	McCracken & Sons Ltd	15/03-011	1,367.24		Grounds Maintenance contract
15/03/2023	The Workshop Aberfeldy	15/03-012	122.99		Jubilee Plaque
15/03/2023	The Sign Builder	15/03-013	55.19		A2 Sign for play area
15/03/2023	OPFA	TRANSFER	78.00		Annual Membership play areas
20/03/2023	Unity Trust Bank	TRANSFER	8,715.55		Staff Salaries - March
Total Payments			80,114.07		

Agenda item 8 – Forward work programme

a) To review the Council's Risk Register

The Council must review and approve its risk register annually. Attached to this agenda item is the Council's risk register with suggested amendments/updates highlighted in red.

b) To review the Council's Financial Regulations

The Council must review and approve its Financial Regulations Annually. Attached to this agenda item is the Council's Financial Regulations with the following suggested amendments:

- (1) The Council now use the gender neutral term "Chair" instead of "Chairman" – therefore this documents has been updated to reflect that way of working.
- (2) The Council has appointed a Responsible Finance Officer, and therefore the wording in the Financial Regulations has been updated (highlighted in red) to reflect that the Clerk and RFO will work together on financial matters.

c) To Review the Council's Standing Orders

The Council must review its Standing Orders annually. Attached to this agenda item is the Council's Standing Orders with the following suggested amendments:

- 1) The Council now use the gender neutral term "Chair" instead of "Chairman" therefore this documents has been updated to reflect that way of working.
- 2) To remove Standing Order 3i as this was only possible during the pandemic.

Recommendations:

- 1) That the Committee review these documents and that agreed drafts are sent to the May Full Council meeting for approval and adoption.

CHIPPING NORTON TOWN COUNCIL

FORWARD WORK PROGRAMME: GOVERNANCE for F&R Cttee Meeting March 2023

Shaded areas are top priorities and have updates

Governance Area	Document or Process	Checklist	Comment
Constitutional	Standing Orders (SOs)	<ul style="list-style-type: none"> Valid set to be adopted which includes all statutory requirements (ideally based on NALC Model) Reviewed annually and as required for law changes 	<p>Council's adopted updated SOs 15 March 2021 Reviewed May 2022</p> <p>Review date – May 2023 On the agenda for committee to review.</p>
	Scheme of Delegation	<ul style="list-style-type: none"> Scheme has been adopted and is used The scheme details clearly the delegations to officers and committees as applicable Staff and members are aware of the scheme 	<p>New Scheme of Delegation adopted 21 December 2020</p> <p>Reviewed May 2022</p> <p>Review date – May 2023</p>
	Ethical Framework	<ul style="list-style-type: none"> A code of conduct for members adopted in accordance with the Localism Act and all members have a copy All members have completed a register of members' interests form and it is published on principal authority website and parish/town if they have a website 	<p>New code of conduct adopted July 2022</p> <p>New members have completed register of interests. Clerk to re-circulate. Publish on website when ready</p>
	Transparency Code – Published Info on website	<ul style="list-style-type: none"> Expenditure over £500 Contracts and tender Invitations over £5000 Land and building assets 	<p>Transparency code - Drafting</p>

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	<p>Policies, Statements, Protocols & Plans</p>	<ul style="list-style-type: none"> • Grants • Organisation chart (plus staff over £50K) <p><u>Policies in Staff handbook – approved</u></p> <ul style="list-style-type: none"> • Disciplinary and grievance • IT Policy • Appraisal Policy • Training and Development Policy • General Data Protection Regulations Policy • Equality and Diversity Policy • Lone working • <p><u>Other policies approved</u></p> <ul style="list-style-type: none"> • Grant awarding policy • FOI (2000 act and Model Publication Scheme) • Press & Media • Document retention policy • Recording meetings policy • Whistle blowing/raising concerns including internal reporting policy • Bullying and Harassment/Dignity at Work • Complaints policy/procedure • Mayor’s allowance • Member training needs assessment • Absence • Expenses • Investment policy • Community Engagement • Vexatious complaints policy and procedure. • Social Media • Anti-fraud, anti-bribery and corruption <p><u>Heath and Safety</u></p> <ul style="list-style-type: none"> • H&S Policy <p><u>For approval at this meeting</u></p>	<p>There is one policy for Committee to consider at this meeting:</p> <p>Annual leave policy</p>
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CHIPPING NORTON TOWN COUNCIL

		<ul style="list-style-type: none"> Annual Leave Policy <p>Forward work:</p> <ul style="list-style-type: none"> Buildings/Assets Management Plan Homeworking/Flexible working 	
Financial	Financial Regulations (FRs)	<ul style="list-style-type: none"> Valid set adopted which includes all requirements of Accounts and Audit Regs and Governance and Accountability for Local Councils – a Practitioners Guide Reviewed annually and as required for law changes – check that updated for latest law changes Spending limits for staff are reasonable and appropriate and increased annually Tender process is clearly defined and staff and members are aware of and have knowledge of it All payments made in accordance with FRs and reported to Council The process for electronic payments is clearly defined and staff and members are aware of it and have knowledge of the process Electronic payment process is in line with good practice advice 	<p>Adopted 10 February 2021</p> <p>Reviewed – May 2022</p> <p>Review date – May 2023</p> <p>On the agenda for the Committee to review.</p>
	Annual Return	<ul style="list-style-type: none"> A Plan is in place to complete the return as required within the legal timeframe Members are aware of their responsibilities and the governance statement Outcome from the external auditor is acted upon and reported to Members 	<p>2019/20 completed.</p> <p>2020/21 completed.</p> <p>2021/22 to be commenced April 2022 (links & documentation received from external auditor by email 23rd March 2022)</p>
	Internal Audit	<ul style="list-style-type: none"> An independent and competent internal auditor is appointed in accordance with Council procedures, and has direct access to the RFO, clerk and members should it be required 	<p>Internal audit is underway</p>

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		<ul style="list-style-type: none"> • Reports go to Council/Committee as appropriate 	
	Budget Setting Process & Monitoring & Precept	<ul style="list-style-type: none"> • Budget setting process is open and transparent, and the budget headings are clear and appropriate • Budget setting meeting agendas and supporting documents available to members and the public • A report explaining the budget (particularly any increase) is provided along with a funding breakdown showing precept, band D equivalent with any increase/decrease and any other income 	Process 2023/24 to commenced through the Sept-Nov Committee Cycle. Draft Budget to this F&R meeting to be approved at Full Council 7 th December 2022.
	Grants	<ul style="list-style-type: none"> • A grant policy is in place, agreed by Council and widely available to members and the public • The policy is clear and easy to follow and understand • Applications are widely available and the application process is easy to understand with clear guidance to applicants • Applicants encouraged to attend the meeting where a decision will be taken and allowed to speak • Clear budgetary provision is made 	Responsibility for Grants policy transferred to Community Committee
Risk Management	Strategy & Policy	<ul style="list-style-type: none"> • A strategy and policy has been agreed by Council and understood by all staff • The policy includes; <ul style="list-style-type: none"> ▪ Business Continuity Plan ▪ Disaster Recovery Plan including data back-up off site ▪ Health & Safety ▪ Buildings & Assets ▪ Financial issues and appropriate budgetary provision ▪ Legal or any other potential action against the Council ▪ Council action plan 	
	Risk Assessment	<ul style="list-style-type: none"> • An annual risk assessment is completed for all activities and an action plan is completed and agreed by Council • Any new activities are added throughout the year • Staff and members have received appropriate training in risk assessment 	Reviewed in February 2020. Reviewed by Full Council in May 2022. On the agenda for the Committee to Review.

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	Insurance	<ul style="list-style-type: none"> • An annual review is completed in line with Council policy/FRs • Payment process made in line with FRs • Adequate, appropriate and realistic provisions are made within the insurance policy, including fidelity insurance cover 	Reviewed February 2020 & policy renewed March 2021
	GDPR and FOI	<ul style="list-style-type: none"> • The Council has a publication scheme under the FOI which is clear and based on the model public scheme policy issued by the ICO • The Council has met all the requirements of the GDP Regs. • The scheme is publicised widely and all staff and members and aware of it and have knowledge of it • The policy makes it clear and easy to understand how to make a request under the FOI act and how to deal with vexatious and/or multiple requests 	GDPR is complete FOI publication scheme complete
	Social Media	<ul style="list-style-type: none"> • The Council has a social media policy which includes use of Facebook and Twitter and other forms of social media • The policy clearly defines the use of social media and who has day to day responsibility • The policy includes the process for dealing with any vexatious issues or problems that arise 	Policy approved
	Press and media	<ul style="list-style-type: none"> • The Council has a policy for dealing with the press and media, which makes it clear who speaks to the press/media on behalf of the Council • Staff and members are aware of and have knowledge of the policy and receive appropriate training • The policy clearly defines how staff deal with requests from the press/media • The Council makes full use of press/media releases, with clearly defined responsibility for who deals with the releases 	Policy approved

Chipping Norton Town Council – Risk Management

Risk Assessment - Approved at a Full Council Meeting 16th May 2022

Area	Risk	Level	Controls
Assets	Protection of physical assets	M	Buildings insured. Value increased annually RPI
	Security of buildings etc.	M	Fire Alarms on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains. Back up process in place of information stored on computers at The Guildhall. CCTV at the Town Hall.
	Maintenance of buildings etc.	M	Buildings currently maintained on a regular basis.
Finance	Banking	M	The Council has a current account with Unity and one deposit fund with CCLA. Payments can be made by direct debit, standing orders or internet banking.
	Direct debits, standing orders and internet banking	M	Online payments are subject to dual authorisation. The Town Clerk's signature and two Town Councillor's signatures are required to authorise all other payments.
	Risk of consequential loss of income	M	Insurance cover. Sum insured £46,000 (to cover loss of income and relocating office). Important documents backed-up and taken off premises.
	Risk of loss of water at Cemetery	M	Water Meter to be checked for leaks each month.
	Loss of cash through theft or dishonesty.	L	Receipts issued. Cash held, low. Fidelity guarantee insurance in place.
	Financial controls and records.	M	Quarterly reconciliation prepared and reported to Council. Two/three signatories required on cheques. Internal and external audit.
	Comply with Customs & Excise Regulations	M	VAT payments and claims submitted as required. Internal auditor to provide double check.
	Sound budgeting to underlie annual precept.	M	F&R Committee and Council receive detailed budgets in November/December each year. Precept derived directly from the budget.

			The Town Council receives and approves the accounts quarterly.
Liability	Risk to third party, property or individuals.	M	Insurance in place. Playing fields checked regularly. Investigations carried out when damage reported.
Liability cont.	Legal liability as consequence of asset ownership (especially burial ground and playgrounds).	H	Insurance in place. Weekly checks of playgrounds and written records kept. Six monthly checks by Zurich Insurance. Inspections of the Cemetery, Church Yard and Pool Meadow carried out by the maintenance operative . Regular maintenance and repairs undertaken.
Employer Liability	Comply with Employment Law	M	Membership of OALC and NALC. Contracts of employment; Grievance and Disciplinary Procedures, based on NALC models, procedures to be strictly followed.
	Comply with HMRC requirements.	M	Notifications and advice from HMRC. Internal auditor carries out annual checks.
	Safety of staff and visitors.	M	Health and Safety Policy in place – reviews and inspections carried out by the relevant member of staff or contractor . <u>Guildhall</u> : Door locked and public access restricted when single member of staff present. Snow clearance will be carried out by a trained professional who will use their own equipment.
			Town Hall: Building licensed by WODC for public use.
Legal Liability	Ensuring activities are within legal powers.	M	The Council has the General Power of Competence . Legal advice to be sought where necessary.
	Proper and timely reporting via the minutes.	M	Six Council and committee cycles are held per year and always receives and approves minutes of meetings held in the interim. Minutes made available to press and public at the Guildhall offices and on the Town Council's web site.
	CCTV	M	One person to operate the CCTV system at the Town Hall and solely for business purpose.
	Proper document control.	M	Leases stored in safe.

Councillors Propriety	Registration of interest Standing Orders and Financial Regulations	M M	Code of Conduct in place; General Notice of Members Registrable Interests sent to WODC's Monitoring Officer; Declarations of interest recorded in the minutes. The Standing Orders and the Financial Regulations are reviewed and kept up to date.
COVID-19	General risks	M	The Council has followed Gov and NALC advice from the outset of the epidemic. The Council has adopted and adhered to Gov advice.
	Risk of infection – Council Staff and offices	M	Council staff working from home, or alone in the office or Town Hall or elsewhere. To be reviewed monthly in light of Gov advice. Staff to follow Gov guidance on hygiene measures.
	Risk of infection – council meetings, councillors and members of the public.	M	In person Council meetings have resumed. Follow Gov Guidance if this changes in the future.
	Risk of infection - facilities and amenities (parks, playgrounds, allotments, street furniture, buildings, cemetery, etc)	M	All facilities are open and operating as pre lockdown. Follow Gov guidance if this changes. The Council will continue to inspect seats, benches, fences and notice boards. The Council cannot maintain the bio-security of such facilities and the cost of closing off such facilities is prohibitive.

Reviewed: **Finance and Resources - 6th April 2022**
Approved by Full Council: **16th May 2022**



CHIPPING NORTON TOWN COUNCIL

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its Meeting held on 15th February 2021.

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 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 ~~Council has appointed a Clerk has been appointed as The~~ Responsible Financial Officer (RFO) for this Council who will work with The Clerk on all financial matters. ~~and t~~ These regulations will apply accordingly and will be referred to as Clerk and RFO.
- 1.9. The Clerk and 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. The accounting records determined by the Clerk and RFO shall be sufficient to show and explain the Council's transactions and to enable the Clerk and 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 Regulations¹.
- 1.11. The accounting records determined by the Clerk and RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the Clerk and 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 Clerk and RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);

¹ In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence (Resolved by Council on 19th August 2019 that criteria has been met); and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- 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.

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

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

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1 All accounting procedures and financial records of the Council shall be determined by the Clerk and RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2 The Clerk and 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.

2.3 The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in

accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the Clerk and RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

- 2.4 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.
- 2.5 The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.6 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.
- 2.7 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.
- 2.8 The Clerk and 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.
- 2.9 The Clerk and RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 Each budget holding committee shall review its one year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of November each year including any proposals for revising the forecast.

- 3.2 The Clerk and RFO must each year, by no later than November, 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 Finance and Resources Committee and the Council.
- 3.3 The Council shall consider annual budget proposals in relation to 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 December each year. The Clerk and RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the Council for all items over £5,000;
 - a duly delegated committee of the Council for items over £500; or
 - the Clerk and RFO, in conjunction with Town Mayor or Chair of the appropriate committee, for any items below £500.

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

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

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually by the Staffing Committee in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and RFO and the Chair of Council. The Clerk and RFO will inform committees of any

changes impacting on their budget requirement for the coming year in good time.

- 4.5 In cases of extreme risk to the delivery of Council services, the Clerk and RFO may authorise revenue expenditure on behalf of the Council which in the Clerk and RFO'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 £500. The Clerk and RFO shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The Clerk and RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 10% of the individual budget code whichever is the larger.
- 4.9 Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and RFO and approved by the Council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. Eight members will be signatories on the Council's bank mandate.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council or the Finance & Resources Committee. The Council or the Finance & Resources Committee shall review the schedule for compliance and, having satisfied itself shall confirm by a resolution of the Council or Committee that the payments made were appropriate. The approved schedule shall be ruled off and initialled by the Chair of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the Clerk and 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 Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Clerk and RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council Meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council or the Finance & Resources Committee, where the Clerk and RFO and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council Finance & Resources Committee; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources 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 may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or the Finance & Resources Committee.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8 In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £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 or other interest, unless a dispensation has been granted.

- 5.10 The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 6.10 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password, for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be retained in a sealed dated envelope and kept within the Council's safe for use by the Town Mayor or other authorised Officer or Councillor. 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.
- 6.12 No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk and RFO shall be identified as the main contact for the bank and the Accounts Assistant appointed as the Service Administrator. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two Councillors and the Clerk and RFO. A programme of regular checks of standing data with suppliers will be followed.

- 6.18 The Clerk and RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk and RFO with a claim for reimbursement.
- a) The Clerk and RFO shall maintain as petty cash float of no more than £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

PAYMENT OF SALARIES

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

- 7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8 Before employing interim staff the Council must consider a full business case.

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/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3 The Council will arrange with the Council's Banks and Investment providers for the sending of a copy of each statement of account to the Chair of the Council at the same time as one is issued to the Clerk and RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk and RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the Clerk and 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 Clerk and RFO and the Clerk and RFO shall be responsible for the collection of all accounts due to the Council.

- 9.3 All relevant committees will review all fees and charges at least annually, following a report of the Clerk and RFO for approval by Council.
- 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 Clerk and RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the Clerk and 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 Clerk and 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 Clerk and RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting(see also Regulation 16 below)

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 Clerk and 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 (l) below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The Clerk and 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 Clerk and 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.

CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair 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 Regulations²
- c. The full requirement 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)³

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are: a) For public supply and public service contracts £181,302
b) For public works contracts £4,551,413

- 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 and RFO 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 and RFO 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 and RFO in the presence of at least one member of Council.
- g. If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- h. Any invitation to tender issued under this regulation shall be subject to the Council's Standing Orders and shall refer to the terms of the Bribery Act 2010.
- i. 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 and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- j. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k. 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.
- l. 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 the Council in respect of valuation and surveyed conditions of the property (including matters such as planning permissions and covenants) together with a business case (including an adequate level of consultation with the electorate).
- m. No real property (interests in land) shall be purchased or acquired without the authority of the 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).

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 Clerk and 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 Clerk and 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 and RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The Clerk and RFO shall be responsible for periodic checks of stocks and stores at least annually.

ASSETS, PROPERTIES AND ESTATES

- 14.1 The Clerk and RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk and 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 £250.

- 14.3 No real property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5 Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council with a full business case.
- 14.6 The Clerk and 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.

INSURANCE

- 15.1 Following the annual risk assessment (per Financial Regulation 17), the Clerk and RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Clerk and RFO shall give prompt notification of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The Clerk and RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The Clerk and RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council, or duly delegated committee.

CHARITIES

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

RISK MANAGEMENT

- 17.1 The Council is responsible for putting in place arrangements for the management of risk. The Clerk and RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2 When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.
- 18.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



Chipping Norton Town Council STANDING ORDERS

**Approved by the Council on
15 March 2021**

Reviewed: May 2022

Next Review: May 2023

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1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Full Council meetings

Committee meetings

Sub-committee meetings

Remote Meetings

- **a Meetings shall take place at a time and date as the Council shall determine**
-
- **b Council may alter the frequency, move or cancel such meetings.**
- **c A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers**
- **d Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:**
 - (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,**
 - (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and**
 - (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting**

- *e* 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.
 - *f* 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
 - *g* 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.
- Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming
- *h* A meeting being "open to the public" include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
 - *i* **Being "present" at a meeting include access through remote means mentioned in paragraph (a) above." (this was only possible during Covid-19)**
 - *j* Members of the public may make representations, answer questions and give evidence at a Council or Committee meeting which they are entitled to attend in respect of the business on the agenda
 - *k* The period of time designated for public participation at a meeting in accordance with standing order 3(j) shall not exceed 15 minutes unless directed by the chair of the meeting.
 - *l* Subject to standing order 3(k), a member of the public shall not speak for more than five minutes.
 - *m* In accordance with standing order 3(j), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - *n* A person shall raise their hand when requesting to speak.

- o A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - p Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - q **Subject to standing order 3(s), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - r **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - s **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.**
 - t **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in the absence of the Mayor be done by, to or before the Deputy Mayor (if there is one).**
 - u **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor (if there is one) if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - v **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.**
 - w **The chair 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 the chair’s casting vote whether or not the chair’s original vote was given.**
- See standing orders 5(h) and (i) for the different rules that apply in the election of the Mayor at the annual meeting of the Council.*
- x **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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- y The minutes of a meeting shall include an accurate record of the following:
 - i. the time and media used to conduct the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- z **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 the individual's right to participate and vote on that matter.**
- aa **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- bb **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.**
- cc A meeting shall not exceed a period of two hours unless the majority of Councillors present vote to suspend this standing order for not more than 30 minutes

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub committees or working groups as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (**two**) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, delegate to the standing committee the task of appointing its chair;
 - vii. shall permit a sub committee or working group to appoint its own chair at its first meeting;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Mayor and Deputy Mayor (if there is one) of the Council.**
- f **The Mayor, unless that Mayor has resigned or becomes disqualified, shall continue in office and preside until a successor is elected at the next annual meeting of the Council.**
- g **The Deputy Mayor, if there is one, unless that Deputy Mayor resigns or becomes disqualified, shall hold office until the next annual meeting of the Council.**
- h **In an election year, if the current Mayor has not been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a successor Mayor has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Mayor has been re-elected as a member of the Council, that Mayor shall preside at the annual meeting until a new Mayor has been elected. The original Mayor may exercise an original vote in respect of the election of the new Mayor and shall give a casting vote in the case of an equality of votes.**
- j **Following the election of the Mayor and Deputy Mayor (if there is one) of the Council at the annual meeting, the business shall include:**
 - i **In an election year, delivery by the Mayor 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 Mayor of that individual's acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii **Confirmation of the accuracy of the minutes of the last meeting of the Council;**
 - iii **Receipt of the minutes of the last meeting of a committee;**
 - iv **Consideration of the recommendations made by a committee;**
 - v **Review of delegation arrangements to committees, sub-committees, staff**

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

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

- a **The Mayor may convene an extraordinary meeting of the Council at any time.**
- b **If the Mayor does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed electronically by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (seven) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i to correct an inaccuracy in the draft minutes of a meeting;
 - ii to move to a vote;
 - iii to defer consideration of a motion;
 - iv to refer a motion to a particular committee or sub-committee;
 - v to appoint a person to preside at a meeting;
 - vi to change the order of business on the agenda;
 - vii to proceed to the next business on the agenda;
 - viii to require a written report;
 - ix to appoint a committee or sub-committee and their members;
 - x to extend the time limits for speaking;
 - xi to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii to not hear further from a councillor or a member of the public;
 - xiii to exclude a councillor or member of the public for disorderly conduct;
 - xiv to temporarily suspend the meeting;
 - xv to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi to adjourn the meeting; or
 - xvii to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

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

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

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

- c The accuracy of draft minutes, including any amendment(s) made to them,
- shall be confirmed by resolution and shall be signed by the chair of the
- Council at the next available meeting of the Council in person and stand as
- an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate
- record of the meeting to which they relate, the chair shall sign the minutes
- and include a paragraph in the following terms or to the same effect, at the
- next available meeting of the Council in person

"The chair of this meeting does not believe that the minutes of the
meeting of the () held on [date] in respect of () were a correct
record but that view was not upheld by the meeting and the minutes
are confirmed as an accurate record of the proceedings."

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

- b Unless the individual 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 that individual has a disclosable pecuniary interest. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.

- c Unless the individual 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 that individual has another interest if so required by the Council's code of conduct. The councillor or non-councillor may return to the meeting after it has considered the matter in which the individual had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of this fact, and the Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i **at least three clear days before a meeting of the council**, a committee or a sub-committee,
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, and instructions how to link to the remote meeting the agenda and,**
 - **Provide, in a conspicuous place or by publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 public notice of the time, place and agenda.**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (four) days before the meeting confirming the councillor's withdrawal of it;
 - iii **convene a meeting of the Council for the election of a new Mayor, occasioned by a casual vacancy in that office;**
 - iv **facilitate inspection of the minute book by local government electors;**[Councils to determine how to do this, which form of media it will publish its minutes]
 - v **receive and retain copies of byelaws made by other local authorities;**
 - vi hold acceptance of office forms from councillors;
 - vii hold a copy of every councillor's register of interests;
 - viii assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

- x receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii arrange for legal deeds to be executed;
(see also standing order 23);
- xiii arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv refer a planning application received by the Council to the chair or' in the absence of the chair, vice-chair (if there is one) of the Planning Sub Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Sub Committee;
- xvi manage access to information about the Council via the publication scheme; and
- xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

- i each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 31st August.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i the keeping of accounting records and systems of internal controls;
 - ii the assessment and management of financial risks faced by the Council;
 - iii the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition

- on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or 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.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a 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.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of staffing sub-committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Staffing Sub Committee or, if that individual is not available, the vice-chair (if there is one) of the Staffing Sub Committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Sub Committee at its next meeting.
- c. The chair of Staffing Sub Committee or in the chair's absence, the vice- chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution Staffing Sub Committee.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Sub Committee or in the chair's absence, the vice-

chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub Committee.

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Town Clerk relates to the chair or vice-chair of Staffing Sub Committee this shall be communicated to another member of the Staffing Sub Committee which shall be reported back and progressed by resolution of the Staffing Sub Committee.
- f. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning that individual's personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillors of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillors representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

27. GENERAL RULES OF REMOTE HELD MEETINGS

(Valid until 7th May 2021)

- a Members (including the public) will be asked to mute their device when they are not speaking.
- b A roll call will be taken at the beginning of the meeting to determine those Councillors present for those who do not have a video link.
- c Members will be asked to state their name when they are speaking for those who do

not have a video link.

- d Votes taken to be read back to ensure everyone's vote is recorded accurately.
- e The chair of the meeting to remind everyone to be respectful to each other.

DRAFT