



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

30th January 2024

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: 5th February 2024

TIME: 6:30pm

Luci Ashbourne
Town Clerk and CEO

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 20th November 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 note the committee action plan.

6. Income and expenditure

To receive detailed current income and expenditure reports by budget heading.

7. Schedule of payments for approval

To receive the schedule of payments

8. Transfer of CCLA funds

To receive a report from the Responsible Finance Officer regarding transfer of funds.

9. Forward work programme

a. To review amendments to the following policies and governance documents:

- i. Grant Policy
- ii. Standing Orders
- iii. Financial Regulations
- iv. Scheme of Delegation

b. To receive and consider the following policies:

- i. Menopause Policy
- ii. Community Awards Policy and Procedure

10. Grants

To receive and consider the second tranche of grant applications for municipal year 2023-24.

11. Greystones

To consider quotes for repairs to the access road at Greystones.

12. 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 13.

13. IT Services

To receive a confidential report regarding the Council's IT Services.

14. Date of next meeting - Monday 25th March 2024.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance & Resources Committee meeting held on the 20th November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Dom Rickard, Sandra Coleman, Sharon Wheaton, Mike Cahill, Jo Graves (substituting), Emily Weaver (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Alison Packer, Responsible Finance Officer (RFO)

2 Members of the public

FR39	Apologies for absence Apologies were received from Cllrs Ritsperis and Whitmill
FR40	Declaration of interests None received
FR41	Minutes RESOLVED: That the Chair signs the minutes of the committee meeting held on the 25 th September 2023 as an accurate record.
FR42	Public participation The Chair invited Martin Jarratt to speak to agenda item 8a regarding a request to increase the current funding of £2,000 per annum to £3,500 for the Chipping Norton Museum. The Chair proposed moving agenda item 8 up the agenda.
FR43	Committee action plan Members noted the committee action plan.
FR44	Income and expenditure Members received and considered detailed current income and expenditure reports by budget heading. Members noted the movement between professional fees and Christmas Lights which was an accounting correction. Members thanked the RFO for her work on these reports.
FR45	Schedule of payments for approval Members received and noted the schedule of payments.
FR46	Grants a. Members received and considered a proposal for core funding from the Chipping Norton Museum. Members discussed this, and agreed that while the consensus is to support this application, due diligence requires supporting accounts to help inform formal consideration and approval. RESOLVED: That the request is adjourned to the February 2024 meeting in order to see audited/examined accounts and that £3500 is earmarked in the draft budget to facilitate the funding once the accounts are received and considered.

	<p>b. Members received and considered a one-off grant application from the Villager Bus. Members welcomed the news that these electric buses are soon to be on the market. Members discussed the timing of the application and agreed to adjourn formal consideration until charging infrastructure sites have been agreed, and that a recently launched Government funding initiative is explored.</p> <p>RESOLVED: That the request is looked at again after Government grant funding is explored and the charging infrastructure is confirmed.</p>
<p>FR47</p>	<p>Forward work programme Members received and considered the following policies:</p> <p>a. Volunteer policy and agreement Approval of this was proposed by Cllr Sandra Coleman, seconded by Cllr Mike Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the volunteer policy and agreement is approved and sent to Full Council for adoption.</p>
<p>FR48</p>	<p>Committee Budget 2024/25 Members received a report from the Responsible Finance Officer and considered committee spending priorities for 2024/25.</p> <p>RESOLVED: That the committee budget is agreed in principle and the detail is looked at during the annual budget item.</p>
<p>FR49</p>	<p>Draft annual budget setting for 2024/25 Members received a report regarding the budget setting for 2024/25 in order to send a recommended draft budget to the next Full Council meeting. The Chair proposed that the suggested amendments are made to the annual budget, bringing net expenditure down £25,000, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the draft budget is amended to reflect the changes to the following budget lines:</p> <ul style="list-style-type: none"> • Community grants - £16,500 • CN Museum grant - £3,500 • Pool Meadow maintenance - £2,500 • Contingency - £7500 • Town Hall Income - £70,000 <p>Cllr Graves proposes that a recommendation is sent to Full Council to increase the precept by 8% or £9.67 per year, Cllr Coleman seconded. All in favour, motion carried. Members noted that these figures are all based on using the tax base information available, and that any changes this year will be factored into the final decision once this information has been circulated by West Oxfordshire District Council.</p> <p>RESOLVED: That Full Council receive a recommendation in principle that the precept is increase by £9.67 per household, per annum, and the rest of the budget required of approx £17,000 is taken from the Council's general reserves.</p>

	<p>The committee review the Council’s earmarked reserves. Agreed the recommendation from the Town Clerk and RFO in the report. This was proposed by Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the balance of the following Earmarked Reserves are returned to General Reserves at the end of financial year:</p> <ul style="list-style-type: none"> • 2152 Professional Fees • 2153 Contingency <p>And that 2154 Town Hall Repairs is changed to Town Hall New Equipment and increased to £12,500 in line with a recommendation from Community Committee.</p>
FR50	<p>Date of next meeting Monday 5th February 2024</p>

The Chair closed the meeting at 7:33pm.

DRAFT

Agenda item 6 – Committee action plan

The current Committee Action plan as reviewed at the last meeting.

It should be noted that this action plan is a working document and can be updated at any point.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Ensuring the Council has modern, workable, compliant policies and procedures	CNTC		May 19	Ongoing	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	£3800 Telephone £3000 IT hardware/software	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. Next review of Cemetery and Halls charges will be at the March 2024 meeting.
Appoint the internal auditor	CNTC		Ongoing	Ongoing	Internal and external audit year ending 2023 complete. Year ending 2024 has commenced
Ensure that the Council is open and transparent	CNTC		Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published.
Ensure that the Council's finances are invested wisely	CNTC		Ongoing	Ongoing	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. All staff training up to date. Member needs assessment has been circulated.
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	Ongoing	First tranche of applications have been considered and awarded. Second tranche to be considered at this meeting.
Managing Greystones leases	CNTC/tenants		Jul 22	Ongoing	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To start second one Jan 2024.

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	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	0	56	9,000	8,945			0.6%	
3290 Miscellaneous Income	0	25	0	(25)			0.0%	
Administration :- Income	0	81	9,000	8,920			0.9%	0
4100 Salaries/Superann/Nl	12,951	115,826	150,000	34,174		34,174	77.2%	
5110 Stationery	0	578	600	22		22	96.3%	
5120 Photocopying Costs	0	1,692	2,300	608		608	73.6%	
5200 Postage	0	8	300	292		292	2.6%	
5210 Telephone and Comms	539	5,502	6,000	498		498	91.7%	
5310 Office Equipment	124	747	1,000	254		254	74.7%	
5340 Website Costs	0	924	500	(424)		(424)	184.8%	
5360 Computer Hardware/Software	0	2,013	3,000	987		987	67.1%	
6200 Rent	0	7,584	2,500	(5,084)		(5,084)	303.4%	
6210 Rates	219	1,966	2,700	734		734	72.8%	
7100 Travel & Subsistance	0	177	200	23		23	88.5%	
7300 Staff & Councillors Training	0	2,085	2,000	(85)		(85)	104.3%	
7500 Legal & Professional Fees	624	17,378	14,000	(3,378)		(3,378)	124.1%	8,580
7510 Audit Fees	0	1,530	2,700	1,170		1,170	56.7%	
7600 Subscriptions	109	1,016	2,000	984		984	50.8%	
7630 Bank Charges	67	196	300	105		105	65.2%	
7650 Insurance	0	1,498	1,800	302		302	83.2%	
7710 Election Expenses	0	0	6,100	6,100		6,100	0.0%	
7720 Other Miscellaneous Expenses	52	1,132	1,000	(132)		(132)	113.2%	
Administration :- Indirect Expenditure	14,685	161,850	199,000	37,150	0	37,150	81.3%	8,580
Net Income over Expenditure	(14,685)	(161,770)	(190,000)	(28,230)				
6000 plus Transfer from EMR	0	8,580						
Movement to/(from) Gen Reserve	(14,685)	(153,190)						
<u>101 Grants</u>								
7670 Grants-Voluntary Organisations	0	31,112	28,000	(3,112)		(3,112)	111.1%	
Grants :- Indirect Expenditure	0	31,112	28,000	(3,112)	0	(3,112)	111.1%	0
Net Expenditure	0	(31,112)	(28,000)	3,112				
<u>102 Miscellaneous</u>								
3100 Precept Income	0	344,684	344,684	0			100.0%	
3180 Interest Receivable	2,163	17,906	3,600	(14,306)			497.4%	
3230 Manorial Land (Pace Petroleum)	3,750	11,250	15,000	3,750			75.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
3292 Christmas Market Income	0	0	2,500	2,500			0.0%	
3320 S106/grant income	0	37,761	0	(37,761)			0.0%	37,011
Miscellaneous :- Income	5,913	411,601	365,784	(45,817)			112.5%	37,011
4100 Salaries/Superann/NI	1,838	15,229	18,000	2,771		2,771	84.6%	
6407 Xmas Lights/Trees	572	19,698	15,000	(4,698)		(4,698)	131.3%	
6418 Defibrillators	0	191	500	309		309	38.2%	191
6460 Streetscene	8	8,330	10,000	1,670		1,670	83.3%	8,143
6462 Grit Bins/Snow	0	0	2,000	2,000		2,000	0.0%	
6490 Trees/Flower Beds Middle Row	25	565	1,000	435		435	56.5%	
6495 Street Furniture	110	726	0	(726)		(726)	0.0%	491
6498 Contingency Fund	0	0	10,000	10,000		10,000	0.0%	
7100 Travel & Subsistance	151	1,485	1,600	115		115	92.8%	
7720 Other Miscellaneous Expenses	20	175	1,200	1,025		1,025	14.6%	
Miscellaneous :- Indirect Expenditure	2,724	46,399	59,300	12,901	0	12,901	78.2%	8,825
Net Income over Expenditure	3,189	365,202	306,484	(58,718)				
6000 plus Transfer from EMR	8	8,825						
6001 less Transfer to EMR	0	37,011						
Movement to/(from) Gen Reserve	3,197	337,016						
<u>104 Youth</u>								
5322 Expenses	0	6,405	0	(6,405)		(6,405)	0.0%	6,405
Youth :- Indirect Expenditure	0	6,405	0	(6,405)	0	(6,405)		6,405
Net Expenditure	0	(6,405)	0	6,405				
6000 plus Transfer from EMR	0	6,405						
Movement to/(from) Gen Reserve	0	0						
<u>110 Town Hall</u>								
3115 Lettings Income	4,005	32,085	30,000	(2,085)			106.9%	
3140 WODC Water Rates Contrib	0	178	100	(78)			178.4%	
3170 Grant Income	0	2,340	0	(2,340)			0.0%	
Town Hall :- Income	4,005	34,603	30,100	(4,503)			115.0%	0
4100 Salaries/Superann/NI	5,169	39,999	42,000	2,001		2,001	95.2%	
5140 Promotion	0	0	1,500	1,500		1,500	0.0%	
5210 Telephone and Comms	62	868	1,000	132		132	86.8%	
6110 Heat and Light	0	5,698	7,000	1,302		1,302	81.4%	
6130 Water & Sewerage	0	888	1,500	612		612	59.2%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6210 Rates	915	8,234	10,230	1,996		1,996	80.5%	
6230 Window Cleaning	0	220	500	280		280	44.0%	
6240 Alarm/Fire Extinguisher Insp	0	1,428	1,600	172		172	89.2%	
6310 Cleaning / Sanitary Expenses	494	2,574	1,800	(774)		(774)	143.0%	
6330 Waste Disposal	125	125	600	475		475	20.8%	
6400 Repairs and Maintenance	0	7,756	10,000	2,244		2,244	77.6%	5,925
6402 Town Hall Restoration Fund	0	67,747	250,000	182,253		182,253	27.1%	67,747
6408 New Equipment	281	2,877	2,500	(377)		(377)	115.1%	
6417 Maintenance	0	6	0	(6)		(6)	0.0%	
7610 Licences	0	691	800	109		109	86.3%	
7650 Insurance	0	2,309	3,000	691		691	77.0%	
7720 Other Miscellaneous Expenses	0	0	500	500		500	0.0%	
Town Hall :- Indirect Expenditure	7,046	141,420	334,530	193,110	0	193,110	42.3%	73,672
Net Income over Expenditure	(3,042)	(106,817)	(304,430)	(197,613)				
6000 plus Transfer from EMR	0	73,672						
Movement to/(from) Gen Reserve	(3,042)	(33,145)						
120 Greystones								
3110 Rents Receivable	2,248	2,342	2,040	(302)			114.8%	
3111 Rugby Club Right Of Access	175	175	175	0			100.0%	
Greystones :- Income	2,423	2,517	2,215	(302)			113.6%	0
6210 Rates	8	71	375	304		304	18.9%	
6400 Repairs and Maintenance	333	991	2,500	1,509		1,509	39.6%	
7650 Insurance	0	250	300	50		50	83.2%	
Greystones :- Indirect Expenditure	341	1,311	3,175	1,864	0	1,864	41.3%	0
Net Income over Expenditure	2,082	1,206	(960)	(2,166)				
130 Cemetery								
3190 Interments & Memorials	0	5,455	14,000	8,545			39.0%	
3191 Grave Purchase	0	35	4,000	3,965			0.9%	
3290 Miscellaneous Income	0	75	0	(75)			0.0%	
Cemetery :- Income	0	5,565	18,000	12,435			30.9%	0
6130 Water & Sewerage	0	55	100	45		45	54.9%	
6210 Rates	288	2,594	1,500	(1,094)		(1,094)	172.9%	
6400 Repairs and Maintenance	60	6,375	10,000	3,625		3,625	63.7%	
6417 Maintenance	57	57	0	(57)		(57)	0.0%	
6465 Contract	621	5,586	10,000	4,414		4,414	55.9%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6471 Skips for cemetery	0	410	600	190		190	68.3%	
7650 Insurance	0	374	500	126		126	74.9%	
7720 Other Miscellaneous Expenses	0	1,145	500	(645)		(645)	229.0%	
Cemetery :- Indirect Expenditure	1,025	16,595	23,200	6,605	0	6,605	71.5%	0
Net Income over Expenditure	(1,025)	(11,030)	(5,200)	5,830				
<u>140 Closed Churchyard</u>								
6400 Repairs and Maintenance	0	3,120	3,000	(120)		(120)	104.0%	
6465 Contract	163	1,463	2,000	538		538	73.1%	
Closed Churchyard :- Indirect Expenditure	163	4,583	5,000	418	0	418	91.6%	0
Net Expenditure	(163)	(4,583)	(5,000)	(418)				
<u>151 Recreation</u>								
6200 Rent	0	1,125	1,000	(125)		(125)	112.5%	
6400 Repairs and Maintenance	0	4,094	4,500	406		406	91.0%	
6410 New Equipment	0	63,467	70,000	6,533		6,533	90.7%	61,410
6413 Sports Awards	0	0	500	500		500	0.0%	
6420 Litter/Dog Bin Emptying	0	653	3,500	2,847		2,847	18.7%	
6465 Contract	306	2,756	5,000	2,244		2,244	55.1%	
7650 Insurance	0	3,829	2,500	(1,329)		(1,329)	153.2%	
7720 Other Miscellaneous Expenses	0	386	1,000	614		614	38.6%	
Recreation :- Indirect Expenditure	306	76,310	88,000	11,690	0	11,690	86.7%	61,410
Net Expenditure	(306)	(76,310)	(88,000)	(11,690)				
6000 plus Transfer from EMR	0	61,410						
Movement to/(from) Gen Reserve	(306)	(14,900)						
<u>160 Events</u>								
3331 Events income	128	3,665	0	(3,665)			0.0%	
Events :- Income	128	3,665	0	(3,665)				0
6414 Events	2,159	11,815	10,000	(1,815)		(1,815)	118.1%	
6415 Mowing (151 Repairs)	0	10	0	(10)		(10)	0.0%	
Events :- Indirect Expenditure	2,159	11,825	10,000	(1,825)	0	(1,825)	118.2%	0
Net Income over Expenditure	(2,031)	(8,160)	(10,000)	(1,840)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Cost Centre Report

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<u>180 Pool Meadow</u>								
6417 Maintenance	0	0	5,000	5,000		5,000	0.0%	
6430 Restoration Project	0	0	25,000	25,000		25,000	0.0%	
Pool Meadow :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
<u>185 Millennium Garden</u>								
6417 Maintenance	0	1,120	1,000	(120)		(120)	112.0%	
6465 Contract	25	225	500	275		275	45.0%	
Millennium Garden :- Indirect Expenditure	<u>25</u>	<u>1,345</u>	<u>1,500</u>	<u>155</u>	<u>0</u>	<u>155</u>	<u>89.7%</u>	<u>0</u>
Net Expenditure	<u>(25)</u>	<u>(1,345)</u>	<u>(1,500)</u>	<u>(155)</u>				
<u>186 War Memorial</u>								
6417 Maintenance	0	32	0	(32)		(32)	0.0%	
6470 War Memorial	0	0	2,500	2,500		2,500	0.0%	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>32</u>	<u>2,500</u>	<u>2,468</u>	<u>0</u>	<u>2,468</u>	<u>1.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(32)</u>	<u>(2,500)</u>	<u>(2,468)</u>				
<u>200 Mayors Allowance</u>								
7200 Hospitality & Entertaining	0	0	1,500	1,500		1,500	0.0%	
7690 Mayors Allowance	22	648	1,500	852		852	43.2%	
Mayors Allowance :- Indirect Expenditure	<u>22</u>	<u>648</u>	<u>3,000</u>	<u>2,352</u>	<u>0</u>	<u>2,352</u>	<u>21.6%</u>	<u>0</u>
Net Expenditure	<u>(22)</u>	<u>(648)</u>	<u>(3,000)</u>	<u>(2,352)</u>				
Grand Totals:- Income	12,469	458,032	425,099	(32,933)			107.7%	
Expenditure	28,497	499,836	787,205	287,369	0	287,369	63.5%	
Net Income over Expenditure	<u>(16,028)</u>	<u>(41,803)</u>	<u>(362,106)</u>	<u>(320,303)</u>				
plus Transfer from EMR	8	158,892						
less Transfer to EMR	0	37,011						
Movement to/(from) Gen Reserve	<u>(16,020)</u>	<u>80,078</u>						

Unity Trust Bank

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2023	Royal British Legion	BACS	100.00		Remembrance Wreaths x 2
01/11/2023	West Oxfordshire District Coun	011123-1	219.00		Rates Guildhall - Nov
01/11/2023	R F Pest Control	011123-2	120.00		Cemetery monitoring - 23/10/23
01/11/2023	KM Cleaning - Kara Milner	011123-3	175.00		Cleaning TH - 6/10 & 20/10
01/11/2023	H.G. Heath & Sons Farmers & Ag	011123-4	456.00		Sign prep (3) & new posts (2)
01/11/2023	Thames Valley Water Services L	011123-5	48.00		Water testing TH - October
02/11/2023	The Chippy Larder	BACS	107.08		Lantern making lunch food TH
02/11/2023	Amazon Services Eu/Amazon	021123-1	768.46		2kg co2 Fire extinguisher TH
02/11/2023	Gill & Co (Ironmongers) Limite	021123-2	22.64		Misc. supplies TH
02/11/2023	Adobe Systems Sotware Ireland	021123-DD1	16.64		Adobe subs 30/10-28/11
06/11/2023	T Kirby	BACS	300.00		Refreshments for remembrance
07/11/2023	Justin Bucknell Electrical Ltd	141123-5	204.00		Fault finding -heating TH
08/11/2023	British Gas	081123-DD1	365.56		Gas - Town Hall 23/9-23/10
09/11/2023	Canva Pty Ltd	091123-DD1	10.99		Canva design subs Nov
09/11/2023	Multipay Card	DD	27.77		Kings Portrait T/H
09/11/2023	Multipay Card	DD	13.20		King's portrait - TH
09/11/2023	Multipay Card	DD	9.85		Refreshments - training
09/11/2023	Multipay Card	DD	66.60		Town Partnership Meerting lunc
09/11/2023	Multipay Card	DD	24.94		Tissue - lantern Making
09/11/2023	Multipay Card	DD	205.78		Amazon - lantern making
09/11/2023	Multipay Card	DD	3.00		Bank Card charges
09/11/2023	Multipay card - Unity Trust/LL	091123-DD2	144.40		Ring subs Oct 2023-24
09/11/2023	Multipay Card	DD	0.01		Lantern Making
10/11/2023	West Oxfordshire District Coun	101123-DD1	52.00		GH Waste collection - Nov
13/11/2023	Vinyl Banners Printing	131123PPDD	74.74		Christmas Lights Event Banners
14/11/2023		BACS	64.70		Motown Poundland/Sainsburys
14/11/2023		BACS	14.25		Council Meetings refreshments
14/11/2023		BACS	35.75		Lantern making QD/Sainsburys
14/11/2023	West Oxfordshire District Coun	141123-2	1,211.00		Rates Town Hall - Nov
14/11/2023	Travis Perkins Trading Company	141123-3	22.80		Gravel for planters
14/11/2023	Justin Bucknell Electrical Ltd	141123-4	516.24		Immersion repairs TH
14/11/2023	Amazon Services Eu/Amazon	141123-6	86.90		Paper tablecloth (red) TH
14/11/2023	Castle Water Limited	141123-7	62.29		Water rates TH - Oct
14/11/2023	Travis Perkins Trading Company	141123-8	8.15		Postcrete - Cotswold Cres Play
14/11/2023	GH Safety Ltd	141123-9	1,224.00		First Aid training 23/10
14/11/2023	K J Millard - Skip Hire	141123-10	246.00		Skip hire Cemetery
14/11/2023	McCracken & Sons Ltd	141123-11	1,439.24		Grounds Maintenance Oct
15/11/2023	Poundland	151123-1	30.95		Santas Grotto decs TH
16/11/2023	The Oxford Wine Company	161123-1	172.52		TH bar - wine
16/11/2023	Trev Beadle	BACS	52.76		Chicken - lantern lunches
16/11/2023	Jubilee Brass (Oxford) Band	161123-2	150.00		Remembrance Service 12/11/23
16/11/2023	VolkerHighways Ltd	161123-3	258.48		Emergency repair Bus Shelter
16/11/2023	Amazon Services Eu/Amazon	161123-4	10.98		Fixing for fairy lights TH
16/11/2023	ESPO	161123-5	35.10		1st Aid kit supplies
16/11/2023	Gill & Co (Ironmongers) Limite	161123-6	136.13		Maintenance sundries
16/11/2023	Viking	161123-7	495.11		A4 Printer paper
16/11/2023	Amazon Services Eu/Amazon	161123-8	230.30		11oz mugs x 12 -TH

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2023	Staff Salaries	BACS	15,627.41		Staff Salaries - Nov
20/11/2023	HMRC	BACS	7,012.51		Staff Tax/NI - Nov
20/11/2023	OCC Pension Fund	BACS	5,280.55		Staff Pensions - Nov
21/11/2023	Adobe Systems Software Ireland	211123-DD1	16.64		Adobe Subs 17/11-16/12
23/11/2023	Amazon Services Eu/Amazon	231123-1	20.61		Xmas paper TH
23/11/2023	██████████	231123-2	350.00		Lantern workshop/parade
29/11/2023	CN Methodist Church	BACS	50.00		2 x Xmas trees @ church
29/11/2023	STL Communications Ltd (FOCUS)	291123-DD1	721.91		Telephone/broadband/IT
30/11/2023	██████████	BACS	13.97		TH Cellar Light QD reimburse
30/11/2023	██████████ sound engineer	301123-1	100.00		Xmas Lights event; sound
30/11/2023	R F Pest Control	301123-2	120.00		Cemetery monitoring Nov
30/11/2023	Broadsword	301123-3	1,234.80		Fire alarm batteries TH
30/11/2023	Travis Perkins Trading Company	301123-4	34.39		Twin pack sawhore (PO)
30/11/2023	Swift Digital Services	301123-5	177.30		Copier printing costs Aug-Nov
30/11/2023	Thames Valley Water Services L	301123-6	48.00		Water monitoring TH - Nov
Total Payments			40,847.40		

Town Hall Petty Cash/Float

List of Payments made between 01/11/2023 and 30/11/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/11/2023	Quality Discounts	CASH	9.98		Tinsel/bows TH Xmas Fair
24/11/2023	Co-Op	CASH	18.15		Sweets - Snow Queen
24/11/2023	Quality Discounts	CASH	10.00		Chocolates - Snow Queen
25/11/2023	Co-Op	CASH	41.20		Napkins/Ice/Drink - Snow Queen
30/11/2023	Unity Trust Bank	Slip000036	320.02		TH Xmas Fair cash to bank

Total Payments 399.35

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2023	Elixir Garden Supplies	011223DDPP	56.69		Markers for cemetery x 200
04/12/2023	Adobe Systems Software Ireland	041223-DD1	16.64		Adobe Subs 29/11/-29/12
07/12/2023	Viking	071223-1	100.72		Heaters for GH x 2
07/12/2023	Amazon Services Eu/Amazon	071223-2	300.33		Xmas Fair - Coca Cola
07/12/2023	Startech Productions Ltd	071223-3	61.44		Lights hire TH Xmas Fair
07/12/2023	K J Millard - Skip Hire	071223-4	150.00		2yd Skip - TH 28/11
07/12/2023	phs Group	071223-5	285.79		Sanitary disposals annual TH
07/12/2023	McCracken & Sons Ltd	071223-6	1,439.24		Grounds Maintenance Nov
07/12/2023	Theatrix Arts	071223-7	220.00		Snow Queen Perform/workshop
07/12/2023	Hook Norton Brewery Co Ltd	071223-8	67.43		Bottled Beer TH Bar
07/12/2023	KM Cleaning - Kara Milner	071223-9	256.25		TH cleaning 17/11 & 25/11
07/12/2023	Benedict Goodall	071223-10	214.75		Xmas Fair choral
07/12/2023	The Oxford Wine Company	071223-11	1,141.93		Drinks - TH bar
11/12/2023	West Oxfordshire District Coun	11223-DD1	52.00		GH Waste collection Dec
11/12/2023	Canva Pty Ltd	111223DDPP	10.99		Canva Design subs
11/12/2023	British Gas	111223-DD2	660.46		Gas TH - 23/10-23/11
11/12/2023	VistaPrint	111223PP3	26.49		Mayoral Christmas Cards
11/12/2023	Multipay Card	DD	3.00		Bank card charges
11/12/2023	Multipay Card	DD	28.00		Asda -Xmas Fair food
11/12/2023	Multipay Card	DD	70.87		Sainsburys - Xmas Fair food
11/12/2023	Multipay Card	DD	2.25		Sainsbury - Xmas Fair food
11/12/2023	Multipay Card	DD	10.40		Sainsbury - Xmas Fair food
11/12/2023	Multipay Card	DD	32.96		Amazon Xmas Fair food
11/12/2023	Multipay Card	DD	38.83		Amazon Xmas Fair coffee cups
11/12/2023	Multipay Card	DD	80.00		RING T/H Annual Plan
13/12/2023	Chair Covers (UK) Ltd T/A Even	131223-1	119.40		Tablecloths x 10
14/12/2023	Lizzie Soden	141223-1	150.00		Xmas Fair performance
14/12/2023	Gill & Co (Ironmongers) Limite	141223-2	86.40		Sundries
14/12/2023	Drain Doctor Plumbing	141223-3	399.60		Scout Hut drain clear
14/12/2023	KopyRite	141223-4	48.00		A2 vinyl posters x 2
14/12/2023	West Oxfordshire District Coun	141223-5	1,430.00		Rates GH - Dec
14/12/2023	James English Window Cleaning	141223-6	110.00		Window Cleaning - Bus shelter
15/12/2023	Chair Covers (UK) Ltd T/A Even	151223DDPP	246.75		Tablecloths x 20
20/12/2023	Staff Salaries	BACS	11,738.07		Staff Salaries - December
20/12/2023	HMRC	BACS	4,484.62		Staff NI/Tax
20/12/2023	OCC Pension Fund	BACS	3,887.50		Staff Pensions - Dec
20/12/2023	Adobe Systems Software Ireland	201223DD1	16.64		Adobe subs 17/12-16/-1/24
29/12/2023	Unity Trust Bank	DD	5.50		Bank charges Sep-Dec
29/12/2023	STL Communications Ltd (FOCUS)	291223-DD2	721.10		Telephone/Broadband IT Nov
31/12/2023	Unity Trust Bank	DD	58.35		Bank Charges Sep-Dec
Total Payments			28,829.39		

Town Hall Petty Cash/Float

List of Payments made between 01/12/2023 and 31/12/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/12/2023	Unity Trust Bank	Slip000076	126.00		Snow Queen Cash to bank (PO)
Total Payments			<u>126.00</u>		

Agenda item 8 – Transfer of funds from the CCLA account

The Council has completed a number of projects using ear marked reserves, which now means we need to move some of those reserves over to the current account to cover general expenditure until the next precept payment is transferred in April. Up to now earmarked reserves spending has come from the general account in the first instance to keep the savings where they are for as long as possible for maximum interest.

The RFO and the Town Clerk have reviewed the expected income and expenditure over the next three months. This means that a transfer of £65,000 will be required from the CCLA account into the Unity current account to ensure that there are sufficient funds available. There is currently £500,000 in the CLLA savings account.

Once the first precept payment is received from WODC in April it is likely that a proportion of this can be moved back into the savings account. It is important to note that the nature of spending ear marked reserves to deliver projects that the funds currently in savings have been set aside to deliver means that this situation is expected and not an indication of any financial concern.

Recommendation:

1. That the Committee approve a transfer of £65,000 from the CCLA account into the Unity savings account to cover general expenditure.

Agenda item 9a – Policy review

The attached policies have been amended or updated for the Committee to consider:

i. The Community Grant Policy

The current policy makes no reference for the procedure when receiving more than one application from an organisation in a year. The highlighted amendments address this.

ii. The Standing Orders.

These have been updated in the following ways:

- To remove references to remote meetings, as this is no longer an option (except for sub-committees or working parties) for Council or Committee meetings.
- To update references to the EU following Brexit.
- To ensure that they're in line with the way the Council functions at present, and in terms of the officers in post.
- The most recent NALC model standing orders have been used to inform this review, which has been carried out by the Town Clerk and CEO, and proof read by the Chair of this Committee.

iii. The Financial Regulations

These have been reviewed and amended by the Town Clerk and CEO, and proof read by the Chair of this Committee. We are awaiting the next version of the NALC model financial regulations, but as this could be many months away it felt important to update fully so they're in line with the reviewed Standing Orders and reflect the way the Council operates and references the officers in post and their responsibilities correctly.

iv. The Scheme of Delegation

The Town Clerk has received requests from Councillors who would like to join the Traffic Advisory Committee. The current scheme of delegation states that the committee will be made up of 6 Town Councillors – the recommendation is to change the wording to state “at least” before this to open up the membership to more if that is felt useful. The meetings will also now be held online in order that they're accessible to officers and stakeholders who would otherwise have to travel to attend.

The quorum is currently 4 town Cllrs. This is more than standing Committees (which is 3) and can leave the sub-committee at risk of not being able to go ahead. Therefore the recommendation is this is updated to 3.



Chipping Norton Town Council

Community Grants Terms & Conditions

At Chipping Norton Town Council (CNTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind
- A progressive, accessible and inclusive town where everyone is valued
- A healthy, happy, town which is well-maintained and clean
- A thriving local economy and a strong and caring local community
- A town that allows and encourages people to take pride in, and ownership of, communal spaces, facilities and ideas
- A town that is proud of its heritage whilst being imaginative about its future

Not for profit organisations who have a constitution and a bank account with two signatories can apply for an CNTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £2,000 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- And direct positive impact for Chipping Norton residents.

Applications that will fit the desired outcomes of the funding and support CNTC's ambitions above, will be assessed by the Finance and Resources Committee. Grant requests will be considered biannually at the following meetings:

- Monday July 17th 2023
- Monday 5th February 2024

All applications will need to be submitted at least 14 days prior to the meeting.

Grants awarded by CNTC are public money, collected as part of the precept and we are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

1) Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Chipping Norton Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.



Chipping Norton Town Council

2) Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Chipping Norton Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be return

3) Publicity Requirements

- Chipping Norton Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Chipping Norton Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

4) Other Terms & Conditions

- a) Grant applications will only be considered where
 - The project or activity directly benefits residents within the parish boundaries of Chipping Norton.
 - The project is not funded by any other means by CNTC.
- b) There is clear evidence of need for the project
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form
- i) The applicant must abide by all relevant laws and regulations. Chipping Norton Town Council reserves the right to request sight of the organisation's policies
- j) The Council will usually only consider one grant per organisation per municipal year (May-April) unless there are extraordinary circumstances and/or there is sufficient funds available after considering first time applications.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Chipping Norton Town Council into disrepute, action will be taken and the grant terminated

If you could like to apply for a grant please complete the Community Grants application form which can be found at www.chippingnorton-tc.gov.uk/grants. If you would like any support in completing the application please contact us – deputyclerk@chippingnorton-tc.gov.uk



Chipping Norton Town Council STANDING ORDERS

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

Reviewed: Feb 2024

Approved: Feb 2024

Next Review: May 2025

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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 verbal 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

- a **Meetings shall take place at a time and date as Council shall determine**
- b **Council may alter the frequency, move or cancel such meetings.**
- c **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- d **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.**
- e **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**
- f **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.**
- g Members of the public may make representations, answer questions and give

evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- h The period of time designated for public participation at a meeting in accordance with standing order 3(g) shall not exceed fifteen minutes unless directed by the chair of the meeting.
- i Subject to standing order 3(h), a member of the public shall not speak for more than five minutes.
- j In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- k A person shall raise their hand when requesting to speak.
- l A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- m 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.
- n **Subject to standing order 3(o), 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.**
- o **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- p **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.**
- q **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor may in their absence be done by, to or before the Deputy Mayor.**
- r **The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor 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.**
- s **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.

- t 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 a casting vote whether or not the chair gave an original vote.

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

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

- v The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors offering apologies;
 - 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.

- w 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 their right to participate and vote on that matter.

- x 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.

- y **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.
- z A meeting shall not exceed a period of two hours unless the majority of councillors present vote to suspend this standing order for no more than thirty minutes.

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4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, 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 6:30pm.**
- 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 the 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 ●

- 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
- 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 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 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 their. 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, agenda and, if appropriate, instructions on how to link to the remote meeting.**
 - **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, and in 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, storage, security and destruction of, and access to 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. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

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 of the 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 the 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.



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 Responsible Financial Officer (RFO) for this Council who will work with The Town Clerk on all financial matters.–These regulations will apply accordingly and will be referred to as Town Clerk and RFO.
- 1.9. The Town 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 RFO shall be sufficient to show and explain the Council's transactions and to enable the Town 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 RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the Council; and
 - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately as reasonably 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 Town 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 this 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 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 Town Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.3 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 Town 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 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 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 RFO with the Town Clerk 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 Town Clerk and RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

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 Town Clerk or 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 Town Clerk or 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'). **Conditions regarding these are as follows:**

- a) A committee may authorise a reallocation of resources between its departments/cost centres**
- b) A reallocation of resources between committees will require the approval of the Council, acting on the advice of the Finance and Resources Committee and committees concerned.**

- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council on the advice of the Finance and Resources Committee.
- 4.4 The salary budgets are to be reviewed at least annually by the Finance and Resources Committee in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and RFO and the Chair of Council. The RFO will inform committees of any Changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of Council services, the Town Clerk and RFO may authorise revenue expenditure on behalf of the Council which in the Town 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 Town 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, if necessary, the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £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 RFO in consultation with the Town Clerk 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 and where possible this should be members of the Finance and Resources Committee.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting to 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 Town Clerk and the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4 The Town Clerk and RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Town 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 RFO shall prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting, and together with the relevant description of goods/services, present the schedule to the Finance and Resources Committee. The approved schedule shall be cross referenced in the minutes. A detailed list of payments shall be disclosed within or as an attachment to the minutes of the meeting at which a payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relations to the termination of a contract of employment) may be summarised to remove public access to personal information.
- 5.6 The Town Clerk and the 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 Town 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 5.7 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 .
- 5.7 For each financial year the 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.

- 5.8 A record of regular payments made under 5.7 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.
- 5.9 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.
- 5.10 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.
- 5.11 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.
- 5.12 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 Town Clerk or the RFO shall give instruction that a payment shall be made.
- 6.3 All payments whether by cheque or other instructions to the Council's bankers, or otherwise, shall be effected 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 Town Clerk or the 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 (including 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 Town 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 Town Clerk and the RFO. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 The Town Clerk and the RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk and RFO with a claim for reimbursement.
- a) The Town Clerk and the RFO shall maintain a 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 (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 Town Clerk and the RFO.
- 8.4 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5 The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6 All investments of money under the control of the Council shall be in the name of the Council.
- 8.7 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of the RFO, under the supervision of the Town Clerk.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 All relevant committees will review all fees and charges at least annually, following a report of the Town 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 RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting(see also Regulation 16 below)

ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.

- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the Town 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 Town 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)

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

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.

- d. Such invitation to tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Town Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Town Clerk in the presence of at least one member of Council.
- f. 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.
- g. 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.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Town Clerk and RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5000 and above £500 the Town Clerk and RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. 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).
- l. 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 Town Clerk upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Town Clerk 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 RFO along with the Town Clerk and other officers shall be responsible for periodic checks of stocks and stores at least annually.

ASSETS, PROPERTIES AND ESTATES

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained, in accordance with Accounts and Audit Regulations, 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 it is held.
- 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 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 Town Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The Town Clerk or 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 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 Town Clerk or 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 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 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, **and has a risk management policy in place**. The Town 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 Town Clerk or the 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 Town Clerk and the 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

SCHEME OF DELEGATION

Adopted: 21 December 2020

Reviewed: May 2023

Next Review: Feb 2024

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt all Council policies
 - To approve and adopt the Budget
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year
 - To determine matters involving expenditure for which budget provision is not made or is exceeded
 - To set the Precept
 - To make byelaws
 - To borrow money
 - To approve annually the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Committees Generally

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

7.2 Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing and Health & Safety Sub Committees):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 6) Review and recommend amendments to the Council's Financial Regulations annually
- 7) Ensure that the Council is observing its Financial Regulations
- 8) Appoint an internal auditor
- 9) Receive internal and external audit reports
- 10) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 11) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 12) Recommend the annual accounts to the Council for approval
- 13) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 14) Monitor the effectiveness of the Council's communication with residents and visitors
- 15) Consider grant applications and award grants in accordance with the grants policy and with the available budget
- 16) Keep the Council's grants policy under review and recommend any changes to the Council
- 17) Manage the Council's leases and legal matters, and make any recommendations to Full Council.
- 18) Authorise items of expenditure which are provided for within the

approved budget for the Committee Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 19) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 20) Recruitment and selection procedures
- 21) Annual appraisal and development of the Town Clerk/RFO
- 22) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 23) Review of staff and office accommodation requirements
- 24) Management of rights relating to leave, time off and illness
- 25) Ensure that the Clerk has everything required for managing other staff
- 26) Keep up to date with developments in employment law
- 27) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 28) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

7.3 Community Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Hall and the recreation areas.
- 6) Manage the Chippy Phonebox
- 7) Manage the flagpole and flag flying calendar.
- 8) Ensure that the Town Council these facilities are kept in good repair
- 9) Ensure that risk assessments and safety inspections are undertaken regularly.
- 10) Review annually fees and charges for the Town Hall and make recommendations to the Finance & Resources Committee
- 11) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 12) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 13) Develop and support partnerships with the voluntary sector
 - 14) Develop and support community festivals and events
 - 15) Develop projects as appropriate and make recommendations to the Council
 - 16) Explore sources of alternative/external funding to support community projects and partnerships
 - 17) Authorise items of expenditure which are provided for within the approved budget for the Committee.
 - 18) Develop and keep under review a community engagement strategy (currently with F&R)

7.4 Strategic Planning Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Strategic Planning Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 4) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 5) Keep the Chipping Norton Neighbourhood Plan under review
- 6) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 7) Review possible green infrastructure projects, develop partnerships to deliver such projects and make recommendations to the Council
- 8) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 9) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 10) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair and that risk assessments and safety inspections are undertaken regularly.
- 11) Review Cemetery fees and charges annually and make recommendations to the Finance & Resources Committee
- 12) Manage Pool Meadow
- 13) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- 14) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 15) Monitor planning decisions made by the planning authority
- 16) Make representations on planning enforcement matters
- 17) Make representations, as appropriate, on planning appeals

Functions which may be delegated to the Traffic Advisory Sub Committee:

1. The Committee shall consist of **at least** 6 Town Councillors, and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least **3** CN Town Councillors
3. A Chair shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Drain Covers
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting

This list is not exhaustive.

The Committee shall meet four times a year via Teams to ensure that the meetings are as accessible as possible for the officers and stakeholders who are invited.

8 DELEGATION TO OFFICERS

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following

consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chair
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. The Clerk and The Responsible Finance Officer may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.



Chipping Norton Town Council

Introduction

Chipping Norton Town Council is committed to fostering an inclusive and supportive working environment for all our staff.

We recognise that many members of staff will experience the menopause and that, for some, the menopause will have an adverse impact on their working lives.

The purpose of this policy is to raise awareness of the menopause and the impact of the menopause in the workplace, and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by the menopause and to signpost relevant advice and assistance to anyone who needs it.

Scope

This policy covers all staff.

This policy does not form part of the contract of employment and may be amended at any time.

What is the Menopause?

All women will experience the menopause at some point during their life. The menopause can also impact trans and non-binary people who may not identify as female.

Most of those who experience the menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years but they can continue for longer.

Symptoms can include, but are not limited to, sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle and joint pains, depression and anxiety.

The majority of those going through the menopause will experience some symptoms, although everyone is different and symptoms can fluctuate.

The menopause is preceded by the perimenopause, during which the body prepares itself for menopause. The perimenopause can also last several years and can involve similar symptoms to the menopause itself. For the purposes of this policy, any reference to the menopause includes the perimenopause.

Open Conversations

Menopause is not just an issue for women. All staff should be aware of the menopause so that they can support those going through it or otherwise affected by it.

We encourage an environment in which colleagues can have open conversations about the menopause. We expect all staff to be supportive of colleagues who may be affected by the menopause in the workplace.

Anyone affected by the menopause should feel confident to talk to their line manager, the Town Clerk and CEO, or the Chair of the Staffing Committee about their symptoms and the support they may need to reduce the difficulties the menopause can cause them at work. Such conversations should be treated sensitively and any information provided should be handled confidentially.

Risk Assessments

We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing specific risks to the health and wellbeing of those going through the menopause.

Support and Adjustments

While many who go through the menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.

If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so, you can speak to the Town Clerk or Chair of the Staffing Sub-Committee.

Physical adjustments could include temperature control, the provision of electric fans or access to rest facilities. Depending on individual and business needs, adjustments such as flexible working, more frequent rest breaks or changes to work allocation may also be considered. These are examples only and not an exhaustive list.

We may refer you to seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work.

Policy Review

This Menopause Policy was reviewed by the Finance and Resources Committee on xxxx and ratified by Full Council on xxxx

This policy will be reviewed by the Finance and Resources Committee biennially or when there are changes to legislation, whichever is the sooner.

Approved by:

Date:



Chipping Norton

Town Council

Community Awards Policy and Procedure

Purpose of Community Awards:

To celebrate and recognise individuals and organisations that help to make Chipping Norton a thriving, connected, supportive and sustainable community.

Categories

- Mayor's Civic Award
- Young person of the year
- Sport's Award
- Organisation/group of the year

The William Fowler Allotments awards will be presented at the ceremony, but the process for this will be separate and led by the William Fowler Allotments Trust.

Priorities

Individuals or organisations that have made a significant contribution, in the short or long term to Chipping Norton residents. The awards aim to celebrate:

- Community action and volunteering
- Support for community wellbeing
- Carbon reduction
- Nature recovery
- Social resilience
- Physical and mental well-being
- Arts and culture
- Community safety
- Local economy

Businesses and community groups do not have to be solely based in or operating in Chipping Norton, but the judging panel will need to satisfy themselves that their work or services provide a demonstrable benefit to the town.

Individuals should ideally live within the parish of Chipping Norton, but people from elsewhere can still be considered if it is clear that their contribution provides a demonstrable benefit to town residents.

Exclusions

Nominations will not normally be accepted for:

- individuals employed to deliver services for Chipping Norton residents, unless they can be shown to have delivered benefits for residents above and beyond their paid role.

- individuals or organisations that have received an award within the last 5 years. (A list of previous recipients will be made available on the Town Council website.)
- serving Councillors at town, district or county level, but they may be considered after they retire from office.
- political groups or activities promoting political beliefs
- individuals, businesses or organisations which would present a significant reputational risk to the Council if they won. For example: groups known to be involved in illegal or immoral activities. The Awards Panel will adjudicate on this if required.

The longevity of a project should not be a factor for consideration when selecting the winner of a category.

Nominations

Nominations can be submitted at any time during the year, either by email to the Town Clerk or via a form on the Council website.

A public appeal for nominations will be launched 12 weeks before the Civic Awards Ceremony, which is normally held in September. Members of the public are invited to nominate individuals or organisations for the categories listed above. The closing date for nominations is 4 weeks before the ceremony – this allows time for nominations to be clarified.

Shortlisting

When nominations close the Town Clerk will review the nominations and rule out any that do not meet the Council's priorities or are otherwise excluded. Where necessary the nominator may be asked to provide further information or clarification.

Judging Panel

The Council will appoint a judging panel of 5 councillors at the first Community Committee meeting of the Municipal year.

The Judging Panel will meet 3 weeks before the ceremony to review the shortlisted applications. Decisions will be made by a simple majority.

The panel will select a winner and one runner up in each category, apart from the Mayor's Award. The panel is under no obligation to agree to all, or any, awards

The Mayor may propose a recipient for the Mayor's Award to the Judging Panel, ideally from the public nominations or if none are suitable, a candidate may be proposed by the Mayor. The winner of the Mayor's Award should be an individual or organisation that has made an outstanding contribution to the town, and meets the priorities and exclusions outlined above.

Code of Conduct

If any members of the Judging Panel, or the Town Clerk have a personal or disclosable pecuniary interest as described in the Council's Code of Conduct, in any of the individuals or organisations nominated they will leave the room and not take part in the discussion relating to the nomination.

Invitations to ceremony

The Deputy Clerk will invite the winners and runners up to the Ceremony.

Certificates

All winners and runners up will be presented with a framed certificate. Runners up certificates will state "Highly Commended".

Press and media

The Council's Communications Contractor will issue press releases at the launch of the awards and a report on the winners. A photographer will be contracted to take picture of the award ceremony and award recipients (with their permission).

Timetable

Action	Who	Timing
Approve judging panel	Community Committee	First meeting of the municipal year (May)
Set up nominations form on the website and create paper form	Office staff	May
Launch nominations on website and social media	Facilities and Events Officer	June
Send press release out	Facilities and Events Officer	June
Monitor nominations as they come in and seek clarification on any that are lacking in detail	Deputy Clerk	Ongoing
Upload any nominations made on paper	Deputy Clerk	Ongoing

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Send save the date to VIPs and known guests	Deputy Clerk	July
Regular promotion of the awards and the ceremony	Facilities and Events Officer	July and August
Close nominations	Deputy Clerk	4 weeks before ceremony
Organise ceremony and event	Town Hall Team	4 weeks before
Arrange meeting of Judging Panel	Deputy Clerk	3 weeks before ceremony
Decide on winners and runners up	Judging panel	At meeting
Invite winners and runners up to the ceremony	Deputy Clerk	2 weeks before the ceremony
Invite guests and VIPS	Deputy Clerk	2 weeks before
Purchase frames	Deputy Clerk	6 weeks before
Design and print award certificate	Deputy Clerk	When names are agreed
Draft press statement	Facilities and events officer	1 week before
Ceremony	All	Week 6
Release press statement and photographs	Facilities and events officer	Day after Ceremony

Approved:

Agenda item 11- Greystones access road

The access road at Greystones is damaged and has a number of large potholes. The Maintenance Operative has been filling the potholes in with shingle, but this isn't sufficient and professional repairs are required.

The Maintenance Operative has contacted three local contractors for quotes. One has not submitted the quote at the time of writing the report.

The details of the other two are in the table below:

	Contractor A	Cost
Quote 1	Prepare track area from end of fence to existing tarmac 3.8m wide and 67m long. Supply spread and compact 100mm of base course tarmac only to area.	£14,000 plus VAT
Quote 2	Prepare same area as above ready for tarmac. Supply spread and compact 70mm of base course tarmac and 30mm of 10mm wearing course tarmac to area.	£16,200 plus VAT
	Contractor B	
Quote 1	Supply and lay tarmac on the damaged sections of the service road at Greystones, approx. 180m ² . 1) Plane off and remove all damaged tarmac from the areas shown. 2) Apply a bitumen adhesive to the planed off areas. 3) Supply and lay a new tarmac surface to the prepared sections. All unwanted debris to be removed off site.	£7,550 plus VAT

The maintenance operative believes that the specification in quotes 1 for both contractors would last at least ten years before needing to be re done, whereas the specification in quote 2 would last many more years.

Recommendation

1. That the committee consider the specifications and quotes and approve one in order that important repair works can take place.

The Greystones repairs budget line is not sufficient to cover large one off works such as this. Therefore the recommendation is that the cost is taken from the following:

- Contingency Ear Marked Reserve of £7,352 (which was ear marked following an underspend in the previous financial year)
- Any remaining amount to be taken from the current year contingency budget which currently stands at £10,000.