

# HARTLEY WINTNEY PARISH COUNCIL ANNUAL GENERAL MEETING AGENDA

The Annual General Meeting will take place at **7.30pm** on **Monday 9<sup>th</sup> May 2022** to which Councillors are summoned to attend in the Victoria Hall.



Karyn Reid – Executive Clerk  
04 May 2022

## **22/23PC 1. ELECTION OF PARISH COUNCIL CHAIRMAN & VICE-CHAIRMAN FOR 2022/23**

- i) To consider nominations and elect Chairman
- ii) To consider nominations and elect Vice-Chairman
- iii) To receive the Chairman's Declaration of Acceptance of Office

## **22/23PC 2. OPEN FORUM**

This ten minute session is an opportunity for parishioners to bring matters to the attention of the Parish Council. Each speaker will be limited to two minutes

## **22/23PC 3. APOLOGIES FOR ABSENCE**

To receive and record apologies for absence from Parish Councillors and Ward members

## **22/23PC 4. DISPENSATIONS UNDER S33 OF THE LOCALISM ACT (2011)**

To consider the granting of a dispensation to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a Disclosable Pecuniary Interest and to confirm how long this dispensation may have effect.

## **22/23PC 5. DECLARATIONS OF INTEREST**

Declarations made by members of any personal, prejudicial or non-prejudicial interests of any agenda item. Members with a Disclosable Pecuniary Interest, unless a dispensation has been granted, will be required to withdraw when Council discusses & votes on the matter

## **22/23PC 6. WARD MEMBERS REPORT**

This ten minute session is an opportunity for Ward members to bring matters to the attention of the Parish Council (attached).

## **22/23PC 7. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT**

To approve minutes of the Full Council meeting on 4<sup>th</sup> April 2022, actions from minutes & Parish Office report (attached)

## **22/23PC 8. PARISH COUNCIL FINANCE\* – review & approval of following:**

- i) Payments listings (attached)
  - ii) Schedule of regular direct debit payments & annual subscriptions (attached)
  - iii) Review and approve Full Council Insurance renewal (attached)
- \*Year End accounts to be reviewed and approved at Finance Committee Meeting, after Internal Audit

## **22/23PC 9. APPOINTMENT OF STANDING COMMITTEES & PARISH COUNCIL REPRESENTATIVES**

- i) Appointment of Standing Committee membership & Parish Council representatives for the council year 22/23 (circulated)
- ii) Receive Approved Committee Minutes (circulated)

## **22/23PC 10. PARISH COUNCIL MATTERS - PROCEDURES & POLICIES**

To approve:

- i) Standing Orders 22/23 (attached)
- ii) Financial Regulations 22/23 and Financial Risk Assessment (attached)
- iii) Standing Committee Terms of Reference 22/23

## **22/23PC 11. CHAIRMAN'S ANNOUNCEMENTS, PARISH COUNCILLOR MATTERS**

To receive update on any reports made to Executive Clerk by Parish Councillors since last meetings and an opportunity to briefly bring matters to the attention of the meeting but upon which no substantive decision may be made

## **22/23PC 12. CORRESPONDENCE & DATES OF MEETINGS**

To review and agree which meetings are to take place in May:

Finance Committee – Thursday 19<sup>th</sup> May at 7.00pm

Planning & Infrastructure Committee – Monday 23<sup>rd</sup> May at 7.00pm

**To access this meeting online, please use the following link and conference code;**

[https://teams.microsoft.com/join/19%3ameeting\\_NTcxM2NINWEtYjYxOC00ZjFmLWE0OGEtOGEzYmM5MzRhZDQ1%40thread.v2/0?context=%7b%22Tid%22%3a%22796f6541-a299-402a-9ce7-a26b956bc815%22%2c%22Oid%22%3a%22299241e7-0f1b-4963-961b-0e53602f8fd1%22%7d](https://teams.microsoft.com/join/19%3ameeting_NTcxM2NINWEtYjYxOC00ZjFmLWE0OGEtOGEzYmM5MzRhZDQ1%40thread.v2/0?context=%7b%22Tid%22%3a%22796f6541-a299-402a-9ce7-a26b956bc815%22%2c%22Oid%22%3a%22299241e7-0f1b-4963-961b-0e53602f8fd1%22%7d)

**To access this meeting via telephone, please dial this number 5 minutes before the meeting starts and enter the conference code;**

**T** - 020 3855 5316      **ID** - 536 330 570#

<b>HWPC Matters of Interest – Open Outstandings May 2022</b>	
<b>District Councillors</b>	
Commons Strategy Review	Start Date for HWPC engagement with HDC TS - the Commons strategy will be put into next year's plan. Aim for July 2022. <b>*Meeting booked in for 20.05.22 PG/RR/KR/SL/LW</b>
Informal Path in front of the War Memorial	Proposals and timescales for improvement TS - this is on works plan to start soon however permission is required from Government first.
BullsYard	Status of enforcement investigation – strong local interest – waiting for Planning App to be validated. TS - a contravention notice has been served on the owner, this doesn't mean there is any problem, but an opportunity to sort out what they are doing. Possible issues as it is in a flood zone 2/3 making development limited.
Garden Sheds White Lion	Outstanding Enforcement Notice TS – rumour only
Rumoured Closure of Post Office	Any protection available? TS - Nothing to update.
Conservation Area Review	Clear timetable need to manage progress TS – as per commons review.
Causeway Pond	Need dredging to prevent re-occurrence of during out again TS – I wasn't aware of this but alerted Countryside Team who will visit to assess.
<b>County Councillor</b>	
Kiln Gardens	Status of o/s repairs to pavements
20 mph Campaign	Progress of task & finish group
Speeding A323	Update on any outcome of meeting
Degradation of roads following water mains work	In particular Pale Lane / Rotten Green & Chatter Alley
St Marys Park	Alternative contact for Highway Support Officer re; signage for LPC

**Minutes of the meeting of the Hartley Wintney Full Council held at 7.30pm on Monday 4<sup>th</sup> April 2022 in the Victoria Hall, West Green Road, RG27 8RG to which Councillors were summoned to attend.**

**Present:** Cllr Chris Farrance (Chairman), Cllr Stuart Elborn, Cllr Diana Harvey, Cllr Richard Dodds, Cllr Roger Robertson, Cllr Nick Cooper, Cllr Chris Cornwall, Cllr Stuart Ovenden, HDC Cllr Tim Southern, HCC Cllr Tim Davies

**In attendance:** Cllr Becky Moss, Karyn Reid (Executive Clerk) and Helen King (SCO)

#### **20/21PC 101. OPEN FORUM**

There were no members of the public in attendance.

#### **20/21PC 102. APOLOGIES FOR ABSENCE**

Apologies for absence received from Cllr Peter Gee, Cllr Janaka Alwis, Cllr Steve Airton, HDC Cllr Anne Crampton and HDC Cllr Spencer Farmer

#### **20/21PC 103. DISPENSATIONS & DECLARATIONS OF INTEREST**

**The Executive Clerk previously granted dispensation to all members for business conducted within Full Council meetings until 31<sup>st</sup> March 2022.**

No Declarations of interest were made.

#### **20/21PC 104. WARD MEMBERS REPORT**

**Please see appendix.**

HCC Tim Davies shared that he has spoken to all affected parish councils, Reading Buses and the local MP regarding the cancellation of the No.7 Reading buses service. It is apparent that the Tiger No.7 Bus was not being used sufficiently to warrant its use. Cllr Rob Humby has spoken to his counterpart at Reading Unity Authority and Cllr Davies has spoken to Wokingham Borough Cllr for Swallowfield; Stuart Munro. Swallowfield have used section 106 funds to subsidise the service as far as Riseley. HCC will not use section 106 funds to subsidise the No.7 bus through Hartley Wintney. Cllr Davies noted that the leader of HCC has announced that he is intending to stand down in May, there will be a leadership election.

Cllr Farrance wished to note our appreciation that Cllr Humby has responded to our letter regarding the No.7 Bus cancellation and has engaged fully with HWPC.

#### **20/21PC 105. APPROVAL OF MINUTES, ACTIONS LOG & PARISH OFFICE REPORT**

Cllr Elborn proposed approval of the minutes and actions log of the Full Council Meeting on 7<sup>th</sup> March 2022, seconded by Cllr Harvey. **AGREED by all.** Cllr Farrance signed the minutes as a complete and accurate record.

The Cllrs reviewed the actions log. Cllr Farrance noted that it was decided not to publish an article on the precept within the contact magazine. Cllr Farrance shared that Cllr Airton attended a meeting with HWFC and HWJFC regarding a 3G pitch, HWPC will be supporting partners rather than sponsors of the project.

Cllr Farrance wished to thank the office staff for arranging a farewell celebration for John Cox.

#### **20/21PC 106. PARISH COUNCIL FINANCE - To review & approval of following:**

- i) To approve Payments listing (attached)

The Council reviewed the Payments listing. Cllr Harvey proposed approval of the payments listing, seconded by Cllr Cooper. **AGREED by all.**

- ii) To receive Income & expenditure, cashbooks & bank reconciliations for February 2022 (attached)

Cllr Farrance noted receipt of the Income & expenditure, cashbooks and bank reconciliations for February 2022.

- iii) Update and recommendation from E&A Committee (attached)

The Executive Clerk shared a recommendation from the E&A Committee regarding the shared funding proposal of cricket nets at the Lucy Pygott Centre. **The Council AGREED recommendation.**

## **20/21PC 107. PARISH COUNCIL MATTERS**

- i) To consider “20’s plenty for us” Campaign (attached)

The Cllrs reviewed the ‘20’s plenty for us’ campaign proposal and accepted the initial principles of the campaign. The Cllrs discussed the requirement for a community consultation regarding driving speeds within the village. Cllr Farrance requested that Cllr Davies discuss this further at his next HCC meeting.

**ACTION; C.Cllr Davies to raise public consultation aspect of ‘20 is Plenty’ scheme at his next HCC meeting.**

- ii) To discuss arrangements for Annual Parish Meeting (circulated)

The Executive Clerk noted that the proposal is to replicate last years APM in a face to face meeting at the Victoria Hall, rather than online. HWPC will facilitate the meeting for the community.

- iii) Annual General Meeting – points to note

Cllr Farrance noted that he will be standing down as Chairman in May, however will stay on the Parish Council for a further year. Cllrs also shared that Cllr Airtton wishes to stand down as chair of E&A and Cllr Harvey is standing down as chair of Planning.

## **20/21PC 108. CHAIRMAN’S ANNOUNCEMENTS & PARISH COUNCILLOR MATTERS**

Cllr Robertson queried when the new parish truck will be ready. The Executive Clerk confirmed that the delivery date is still expected to be the end of April. Cllr Robertson shared his frustration regarding the delay to the ponds and commons 10 year strategic review.

Cllr Farrance noted that the zebra crossing on the High Street needs repointing and refacing. Cllr Davies confirmed that he will raise this with Highways. Cllr Farrance noted that he has received resident concerns that the public toilets in the Monachus Lane Car park are closing too early. The Executive Clerk noted that HWPC can decide what time to close the toilets as the lock is on an automatic timer. The Council agreed that 8pm is a suitable time.

**ACTION: Executive Clerk to arrange for Public Toilets timer change to 8pm Summertime.**

## **20/21PC 109. COMMITTEE MINUTES & UPDATE INC. WORKING GROUPS**

- i) Committee meetings – to receive approved minutes (circulated)

The Council noted that Committee meeting minutes were received.

## **20/21PC 110. CONFIDENTIAL MATTER FOR DISCUSSION**

The Council discussed and agreed any necessary actions on a confidential matter for Hartley Wintney Parish Council

## **20/21PC 111. CORRESPONDENCE & DATES OF MARCH MEETINGS**

The committee discussed correspondence received from a resident querying whether HWPC have any specific plans to support Ukrainian refugees. Cllr Farrance suggested sharing this with Dorothy Harvey of the Community Hub.

A resident of Paddock Court has complained of tree roots from the Jubilee Fields causing damage to his patio. The Executive Clerk shared that there is no obligation on the HWPC’s behalf to rectify this.

However, there is a suggestion that the trees haven’t been maintained regularly enough and require an arboreal

survey of the tree health.

**ACTION: Executive Clerk to arrange for a basic survey of the trees and quotes for remedial works.**

- Planning Committee – Monday 11<sup>th</sup> April 2022 at 7.00PM
- Finance Committee – Monday 25<sup>th</sup> April 2022 at 7.00PM

There being no further business the meeting was closed at 20.59

..... Chairman

.....Date

**Appendices**

- Actions Log
- Payments Listings
- Finance paperwork
- Ward members report
- Recommendation from E&A Committee
- 20 is plenty campaign document.
- Correspondence

*Abbreviations used in these minutes: Cllr ~ Councillor. HCC ~ Hampshire County Council. HDC ~ Hart District Council. HWPC ~ Hartley Wintney Parish Council. LPC ~ Lucy Pygott Centre. HWFC – Hartley Wintney Football Club. HWJFC – Hartley Wintney Junior Football Club.*

## Actions Log – Full Council

**Date/ Minute Ref.      Action**

### PARISH COUNCIL ACTIONS

11.10.21

**20/21PC 45.**                      **KR:** Negotiate with the Elvetham Estate regarding Pale Lane rent renewal. **ONGOING**

06.12.21

**20/21PC 63**                      **CF/KR:** Arrange meeting with HDC Countryside Team regarding Ponds & Commons 10 year strategy. **MEETING BOOKED FOR 20.05.22**

**20/21PC 66**

**KR:** Add review of marketing plans to the next Full Council agenda. **ONGOING**

07.02.22

**20/21PC 84**                      **KR:** Action a review of staff resources as a costing breakdown. **ONGOING**

07.03.22

**20/21PC 93**

**HK:** Update the website with outstanding Cllr headshots and bios. **ONGONG**

09.05.22

**20/21PC 108**                      **TD:** C.Cllr Davies to raise public consultation aspect of '20 is Plenty' scheme at his next HCC meeting.

**20/21PC 108.**

**KR:** to arrange for Public Toilets timer change to 8pm Summertime. **COMPLETED**

**20/21PC 111.**

**KR:** to arrange for a basic survey of the trees and quotes for remedial works.  
**COMPLETED & AWATING COSTS**

**Date:** 09 May 2022  
**Title:** AGM/Full Council Report  
**From:** Executive Clerk  
**To:** Hartley Wintney Parish Council

### **Various**

- Pale Lane unit cleared sufficiently for Rotary Sleigh to be delivered and is now in storage safely behind the Community bus.  
Delivery date for Parish Truck is tbc due to supply issues however arrangements have been made to get rear cage fixed once received at Snows (Basingstoke) so vehicle is complete at point of collection.
- Work has begun at Vicarage Hill allotments with a number of neglect and unused plots cleared ready for use, re-sizing and management of others, as well as clearance of abandoned sheds and the removal of fruit trees (HDC notified). This will also result in the clearance of an undesirable plot ready for our HAO to take over use of for future growing of plants for Village planters etc.
- Next stages are to install new higher gates with locks to aid security of site for the benefit of plot holders, re-siting of gate from Fleet Road to a safer location and more in depth management and clearance of site.
- Office hours from w/c 9<sup>th</sup> May 2022 as follows;  
Enquiries via telephone / email; Monday to Friday 09.00 – 12.00  
Enquiries in person; Tuesday to Thursday 09.00 – 12.00

Staff continue to work outside of these hours but will be focused on non-public enquires.

- Executive Clerk & Deputy Clerk supported elections operating at Polling Stations.

### **Community Bus Survey**

The 12 page leaflet (including Annual Report) was finally collected and will now be delivered to all residents in the Parish on 16<sup>th</sup> May 22 as well as on published on our website. A FB post will also go out.

### **Playground**

An agreed brochure has been sent to local potential 'donors' for fundraising with Cllrs Gee & Cooper meeting with key organisations.

An article has been drafted for June Contact informing residents of the fundraising campaign and how to get involved, if they would like to do so. The public consultation will commence at the Annual Parish Meeting on 20<sup>th</sup> May 2022, which will be followed with promotion on FB, website and posters at the Village Festival.

### **Jubilee Planning**

- Deputy Clerk & HAO has been working with the Consultant for the Orchard to agree suitable planting and locations for the Queen's Green Canopy with the aim for planting to take place in October 2022.
- Executive Clerk & Cllr Harvey in contact with Elveham Hall owners for planting of Oak Tree in honour of Queen Elizabeth II, possibly at their Royal Tea Party over Jubilee weekend.
- HW Fire Station is supporting with the installation of the Jubilee bunting along the High Street which will go up in stages over the next week or more.
- Queens Jubilee Tea Party to take place on Friday 13<sup>th</sup> May 2022 with 115 participants and over 20 volunteers.
- Beacon event taking place at 9.45pm on Jubilee Fields on 2<sup>nd</sup> June 2022, with a torchlit procession from Football Club, Bugle serenade and songs. HWFC are hosting a Jubilee Fun Day with inflatables starting from 4pm to support this event, and opening the bar and organising the sale of food.
- Community Event WP promoting other activities such as Stained Glass Windows and PTA

### **May Events:**

Jubilee Tea Party – Friday 13<sup>th</sup> May 2022 Victoria Hall

Annual Parish Meeting – Friday 20<sup>th</sup> May 2022 at 7.30pm. A number of Community Groups have expressed an interest in speaking. Refreshments provided to all and posters / agenda will go out w/c 09.05.22

Youth Films; Film tbc - Tuesday 31<sup>st</sup> May at 10.30, Victoria Hall



DATE	SUPPLIER	AMOUNT	
09.05.22	SOUTHERN GROUND CARE	£	2,028.00 MAINTENANCE WORKS LPC
09.05.22	COLIN HORWOOD	£	2,280.00 MAINTENANCE CONTRACT WORKS
09.05.22	BLUCANDO	£	261.60 MAY IT SUPPORT
09.05.22	BLUCANDO	£	175.28 MS LICENCES APRIL
09.05.22	SITE EQUIP	£	763.80 TOILETS VILLAGE FESTIVAL
09.05.22	CJH CLEANING	£	572.18 PUBLIC TOILETS CLEAN - APRIL
		£	<b>6,080.86</b>

## 2022/23 DIRECT DEBITS & REGULAR PAYMENTS

TYPE	SUPPLIER	AMOUNT	DETAIL	FREQUENCY
DD	People's Pension	£ 275.00	Staff pension	various amount - paid monthly
DD	Communication UK	£ 200.00	Office Wifi and VOIPE	various amount - paid monthly
DD	Fuelgenie	£ 160.00	Fuel for Bus & Truck	various amount - paid monthly
DD	ICO	£ 35.00	Annual Subscription	Annual charge
DD	Natwest	£ 20.00	Banking charge	various amount - paid monthly
DD	Natwest	£ 230.00	Credit Card transfer	various amount - paid monthly
DD	British Gas	£ 350.00	Elec for A Hall	various amount - paid monthly
DD	British Gas	£ 170.00	Elec for LPC	various amount - paid monthly
DD	Scottish Power	£ 45.00	Elec for Pale Lane	various amount - paid monthly
DD	Castle Water	£ 180.00	Water for A Hall, P Toilets and Allotments	various amount - paid monthly
RP	Salaries	£ 8,500.00	Staff wages	various amount - paid monthly
RP	HMRC	£ 2,200.00	PAYE charge	various amount - paid monthly
RP	Blucando	£ 261.60	IT Support	Monthly charge
RP	Blucando	£ 178.00	MS licences	Monthly charge
RP	Npower	£ 400.00	Elec for P Toilets	various amount - paid monthly
RP	CH Cleaning	£ 132.00	Office Clean	Monthly charge
RP	CJH Cleaning	£ 536.76	P Toilets Clean	Monthly charge
RP	Copy Care Services	£ 24.00	B&W printer	Monthly charge
RP	Elvetham Estate	£ 175.00	Service charges	Quarterly charge
RP	Elvetham Estate	£ 600.00	Pale Lane rent	Quarterly charge

## 2022/23 ANNUAL SUBSCRIPTIONS

SUPPLIER	DETAIL	AMOUNT	
ICO	Information Comissioners Office	£	35.00
HALC	Hampshire Association for Local Councils	£	900.00
HALC	HR & Legal	£	250.00
RMTG	Rural Market Town Group	£	135.00
CTA	Community Transport Association	£	400.00
SEE	South East Employers Association	£	180.00
SLCC	Society for Local Council Clerks	£	250.00
ICCM	Institute of Cemetry & Crematorium Management	£	95.00
CPRE	Council for the Protection of Rural England	£	36.00
IoW Trust	Isle of Wight Trust	£	50.00

\*other memberships may be agreed / added and 2023 costs not yet known

## Local councils and not-for-profit insurance portfolio

### Summary of change

#### Changes to the policy

The following table shows the differences between our new policy wording **AJG Local Councils wording AJG Local Councils – Combined wording Feb 22** and our previous wording **AJG Local Councils – Combined wording Aug 2021**.

This is a summary of the changes only. You should refer to the schedule and policy wording for the full description of the cover in place.

#### Changes to 'what is covered'

Area of cover	Previous policy	New policy	Improvement in cover
<b>Officials and trustees' indemnity.</b> <b>Entity reimbursement.</b> We will pay on your behalf the loss which you are legally obliged or permitted to pay on behalf of an insured person arising from a covered claim or investigation.	Not covered	Covered	✓

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## What is a policy summary?

This document provides key information about the insurance policy specifically designed for parish, town and community councils, registered charities and not-for-profit organisations, underwritten by Hiscox. If you have any additional questions, then please contact your insurance broker, Arthur J. Gallagher Insurance Brokers Ltd on 01483 462860.

**Policy name:** Local councils and not-for-profit insurance

**Type of insurance:** commercial combined

**Underwritten by:** Hiscox Underwriting Ltd on behalf of Hiscox Insurance Company Limited

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## Significant features and benefits

We offer some of the broadest levels of cover available, giving our customers true peace of mind. All communications, including the policy wordings, are written in plain English with no jargon to ensure that you know exactly what is and, as importantly, what is not covered.

**The following are included as standard with this insurance.**

### **Contents which covers accidental physical loss or damage to:**

- property which belongs to you or for which you are legally responsible at the insured location;
- your money at the insured location, in a locked safe, at your employees' and volunteers' homes and while in transit;
- the personal effects of your councillors, trustees, employees and visitors while at the insured location;
- outdoor furniture, ornaments and statues that are normally left outdoors within the confines of the insured location;
- exhibition stands and exhibition equipment for which you are legally responsible within the UK and Ireland;
- defibrillators and defibrillator cabinets for which you are legally responsible within the UK and Ireland;
- items bequeathed to you, provided that you tell us the values as soon as possible;
- raffle prizes, auction lots, additional stock and equipment hired in by you for any fund-raising event or religious festival;
- your property which is used and kept at the home of any councillor, trustee or employee of yours.

### **Contents also covers:**

- the cost of replacing or reconstituting your electronic data and business documents if they have been lost or destroyed;
- the cost you incur for any metered water and fuel as a direct result of insured damage to any storage tank or piping;
- your direct financial loss as a result of fraud or dishonesty of any councillor, trustee or employee of yours;
- irrecoverable business travel and accommodation expenses following accidental injury or illness of any councillor, trustee or employee of yours.

### **Property away which covers accidental physical loss or damage to:**

- your portable equipment and property anywhere in the EU.

### **Business interruption which covers your financial losses resulting from an interruption to your activities caused by:**

- insured damage to property which belongs to you or for which you are legally responsible;
- insured damage to property within 1km of the insured location which prevents or hinders access to the insured location;
- failure in the supply of water, gas, electricity or telecommunications for more than 24 hours as a result of insured damage;
- your inability to use the insured location due to restrictions imposed by a public authority.

### **Business interruption also covers:**

- the expenses you incur in replacing any of your key personnel following their illness or accidental bodily injury;
- your financial losses due to the unauthorised use of water, gas or electricity or telecommunications by a third-party.

### **Employers' liability which covers claims brought against you:**

- by your employees and volunteers for bodily or mental injury arising out of their work for you.

### **Public and products liability which covers claims brought against:**

- you for bodily injury of any person or damage to any property which does not belong to you as a result of your activities;
- any hirer of the insured location for bodily injury or property damage arising from their use of the insured location;
- your councillors and trustees for bodily injury or property damage as a result of your activities;
- you for defamation or infringement of intellectual property rights as a result of your activities.

**Public and products liability also covers:**

- the motor vehicle excess and reduction in no claims discount payable by a councillor, trustee or employee of yours as a result of an accident involving a motor vehicle used in connection with your activities.

**Officials' and trustees' indemnity which covers claims brought against:**

- your trustees, directors, officers and members for errors arising from the performance of their duties in that capacity.

**Commercial legal protection which covers legal defence costs in connection with:**

- disputes with your employees and voluntary workers, allegations of a criminal offence, civil actions following physical damage to your property, appeal proceedings following assessment by HMRC and contractual disputes relating to goods and services.

**Personal accident which provides:**

- a capital benefit following death or permanent disablement of any of your councillors, trustees, employees and volunteers;
- a weekly benefit following temporary disablement of any of your councillors, trustees, employees and volunteers.

## A flexible approach

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The following are also available under this insurance.

**Buildings which covers:**

- accidental physical loss or damage to insured buildings, including street furniture, memorials and fixed outside equipment;
- the cost of locating and repairing any accidental physical loss or damage to your cables, underground pipes and drains;
- the reasonable and necessary cost you incur to protect insured buildings from imminent insured damage;
- damage to trees, shrubs and plants at the insured location as a result of fire or explosion;
- accidental physical loss or damage to buildings bequeathed to you, provided that you tell us the values as soon as possible;
- accidental physical loss or damage to building works in progress and unfixed materials relating to a building contract.

**Equipment breakdown which covers:**

- electrical or mechanical breakdown or failure of your electrical equipment and computers at the insured location;
- electrical or mechanical breakdown or failure of your computers while temporarily elsewhere in the UK or Ireland;
- the cost of replacing or reconstituting your electronic data if it has been lost or destroyed following breakdown or failure.

## Significant or unusual exclusions and limitations

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Any claims, circumstances or incidents which you know about or ought reasonably to have known about prior to the inception of the policy are excluded unless notified previously. You have an obligation to take reasonable steps to prevent accident or injury and to protect your property against loss or damage. You must keep any property insured under this policy in good condition and repair and you must also take reasonable steps to maintain back-up copies of data files or programmes.

You will normally have to pay an initial amount for each claim made against you under the policy. These excesses may vary and your individual quotation and policy schedule will show the specific excesses applicable to you. Any special conditions, limitations or terms that may apply to an individual risk will also be clearly shown in your quotation and policy schedule.

**Contents and Property away do not cover loss or damage:**

- caused by wear and tear, inherent defect, rot, fungus, mould, vermin or infestation;
- caused by theft from an unattended vehicle unless the item is out of sight in a locked boot;
- to property being cleaned, worked on or maintained, other than fine art;
- terrorism, civil commotion in Northern Ireland, war, confiscation, nuclear risks or communicable disease;
- to property while temporarily outside the UK unless it is in your care, custody or control or secured in a locked room or safe.

**Equipment breakdown does not cover loss or damage:**

- to domestic laundry, kitchen, audio visual and home entertainment equipment used in private living quarters;
- which is recoverable under any maintenance agreement, warranty or guarantee.

**Buildings does not cover loss or damage caused by:**

- settlement, bedding down or movement of new structures or made-up ground;
- coastal erosion or a rise in the water table;
- storm or flood to gates or fences, other than lych gates;
- terrorism, civil commotion in Northern Ireland, war, confiscation, nuclear risks or communicable disease;

- the building contractor to building works in progress and unfixed materials relating to a building contract.

**Business interruption does not cover:**

- illness of or injury to any of your key personnel resulting from any medical condition known to them at the inception date of this policy, unless the condition has been without the need for any medical advice during the previous 24 months;
- any interruption to your business caused by any communicable disease or fear or threat of communicable disease except where the interruption is caused by one of the specified diseases at your premises which means that you are unable to use your premises.

**Employers' liability does not cover any claim or loss due to:**

- bodily or mental injury of any of your employees or volunteers while they are offshore;

**Public and products liability does not cover any claim or loss due to:**

- defamation which arises out of any statement which you knew was defamatory at the time of publication;
- infringement, use, or disclosure of a patent, or any use, disclosure or misappropriation of a trade secret;
- the ownership or use of any aerial device, hovercraft, watercraft or any mechanically-propelled vehicle or trailer;
- designs, plans, specifications, formulae, directions or advice prepared or given by you;
- the failure of any of your products or any service provided by you to perform its intended function or purpose;
- bodily injury directly or indirectly caused by abuse, assault, harassment, mistreatment or maltreatment.

**Officials and trustees' indemnity does not cover any claim or loss due to:**

- any act intended to secure a personal profit or advantage to which any insured person was not legally entitled;
- an insured person's operation or administration of any defined benefit pension scheme;
- a breach of or failure to provide professional duties or services;
- any employee's termination of employment, breach of any employment contract or employment related discrimination.

**Commercial legal protection does not cover:**

- any claim reported more than 180 days after the insured person should have known about the incident;
- any costs and expenses incurred before the written acceptance of a claim by DAS.

**Personal accident does not cover:**

- any injury or illness resulting from any emotional or psychiatric disorder or condition;
- any injury or illness resulting from pregnancy or any condition connected with pregnancy or childbirth.

## Your obligations

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Remember, your premium and insurance cover will be based specifically on the details you provide to us. So the information you give us will form a record of your unique combination of demands, needs and circumstances.

Please make sure the information you send us is complete and accurate, and inform us immediately of any changes in circumstances that may affect the services provided by us or the cover provided by your policy. This is particularly important before taking out a policy, but it also applies throughout the life of a policy.

**You need to bear in mind:**

- if you fail to disclose any information material to the insurance you could invalidate the policy and claims may not be paid;
- you should read and check all insurance documents to ensure that you are aware of the cover, limits and other terms that apply;
- please be aware of all terms and conditions of your policy as failure to comply with them could invalidate it;
- in the event of a claim, you should take note of the required procedures, such as prompt notice to us of the claims, as stated in the policy documentation;
- as with any insurance, you have an obligation to take reasonable steps to mitigate any loss.

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## Policy length

This is not an annual policy. Your policy will run on a continuous basis of insurance and will continue whilst your payments are kept up to date. You must tell us of any changes to your circumstances as described in your insurance policy and we will then have the option of amending the terms of the policy or issuing you with notice of our intention to cancel it.

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## Cancellation rights

You may cancel the insurance by giving us 30 days' notice in writing of your intention to do so. We may cancel the insurance by giving you 30 days' notice in writing of our intention to do so.

In both cases, we will return to you the amount of premium which relates to the unexpired period, provided that no claims have been notified under the insurance. If a claim or claims have been notified, then we will only return any premium if we (and not you) are cancelling the policy. However, we will not refund any premium under £10.

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## Claims service

If you suffer a loss and need to make a claim you should contact your insurance broker Arthur J. Gallagher Insurance Brokers Ltd immediately on 01483 462860. If this is not possible, then our claims team can be contacted 9.00am – 5.30pm Monday to Friday on 0800 711 7156. You will need to provide your policy number and full details of the claim, including the date, amount and circumstances of loss.

Outside of normal business hours, if you require emergency assistance in relation to substantial damage to your property, you can speak to our 24-hour emergency assistance team using the telephone number above. Our out-of-hours emergency assistance team operate on a pay-and-claim basis and you will need to have credit card details available as appropriate; the team will then be able to direct you to essential tradesmen, emergency loss adjusters or disaster management companies in the event of significant loss or damage. Your policy schedule will reflect if property cover is included in your policy.

Hiscox prides itself on its fast, efficient, fair and sensible claims service, offering access to expert legal teams. It is when you make a claim that you really find out how good your insurer is and we are confident that you will not find a better service in the UK.

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## Any questions and complaints

If you have any questions or concerns about the sale of your policy or the service offered by your broker, please speak to your insurance broker Arthur J. Gallagher Insurance Brokers Ltd in the first instance on 01483 462860. If you have any questions or concerns about the terms of your policy or the decisions regarding the settlement of a claim, please contact our customer relations team at:

Hiscox Customer Relations  
The Hiscox Building  
Peasholme Green  
York YO1 7PR

Or by telephone on 01904 681 198 or 0800 116 4627

Or by email at [customer.relations@hiscox.com](mailto:customer.relations@hiscox.com)

Our customer relations team will do all they can to put things right, but if you're still not satisfied, we'll tell you how to take your case to the Financial Ombudsman Service.

If for any reason we can't meet our obligations to you, you may be entitled to compensation. In that case, rest assured we're fully covered by the Financial Services Compensation Scheme (FSCS). For further information visit [www.fscs.org](http://www.fscs.org).



# Hartley Wintney Parish Council – Committee Terms of Reference

## 1. Introduction

### 1.1 Full Parish Council Meetings

Parish Council meetings are held in a size appropriate room within the Victoria Hall Complex; Standing Committee meetings are held in the Parish Council Office or another suitable room within the Victoria Hall Complex. The Full Parish Council meets on the first Monday of each month (excluding Bank Holidays when the meeting is deferred to the following Monday) at 7.30pm and Standing Committees meet on intervening Mondays and/or Thursdays as required by the business they need to conduct beginning at 7.00pm unless stated otherwise on the meeting notice.

All meetings are open to the public except when specific items, normally staff or commercially sensitive matters are being discussed when it may be considered prudent to exclude the public, and are conducted in accordance with the Parish Council's Standing Orders.

All meetings shall have an Open Forum in order to allow public speaking. In accordance with Standing Orders Committee Chairman may adjourn a meeting during a particular item to hear from a member of the public if it is of relevance to the matter under consideration.

To promote continued accessibility for members of the public and Council members, all public meetings will be open for remote dial in as audio only. This will be via a Microsoft Teams meeting invite which will be published on the relevant meeting notice.

Members who wish to speak under Open Forum will be encouraged to attend in person, where possible. Public meetings will still require to be quorate in person in order to continue however members who are only able to dial in remotely, may participate in the meeting discussion however they will not be able to cast a vote.

### 1.2 Standing Committees

The Parish Council operates a committee structure, with the majority of its work carried out by its Standing Committees and Working Parties. The Standing Committees are essentially autonomous and are responsible for setting and spending their own budget, within the constraints of the Financial Regulations. The Council may also establish sub-committees and working parties. Such groups report through their 'parent' Standing Committee, which in turn report to the Parish Council, as required.

Full Parish Council is responsible for expenditure approval of any items under allocated Full Council budget (see Appendix B), however these may be delegated to a relevant Standing Committee, if deemed appropriate within the constraints of the Financials Regulations and agreed with a majority vote at Full Council meeting.

The quorum requirement for each Committee is no less than 3 Committee members.

Standing Committees are appointed at the Annual General Meeting of the Parish Council held each year in May. The Standing Committee Chairman is appointed by the relevant Committee at the first meeting after the Annual General Meeting. The Chairman of the Parish Council is automatically a member of each Standing Committee.

The Standing Committees for FY2022/23 are:

- Finance
- Planning & Infrastructure
- Environment & Amenities
- Staffing\*

Members of Standing Committees may be appointed to represent their Committee to outside bodies in order to research items under consideration and may be given delegated authority in advance to

act as required on a specific matter. To ensure that members are not working independently of the council, all correspondence must be approved by the Parish Office and members should report back to the relevant standing committee at the next meeting.

Minutes of Standing Committees are approved at its next meeting (not that of the Parish Council) and will be circulated at the next Full Parish Council meeting for information only. If required under a "Standing Committee Recommendation" agenda item its Chairman can table for the Parish Council Meeting:

- matters which by virtue of Standing Orders or Financial Regulations require approval of Full Council
- matters of particular relevance and/or concern to all members.

Members may raise items not included on the meeting agenda under the "Parish Councillor's Matters" agenda item during which any matter may be discussed however no formative decision may be made under this agenda item.

It is recommended for each Standing Committee to have 6 at least six named members and those Councillors not named as members will automatically become 'Stand in' members who may be called upon if a Committee is not quorate. In this instance, stand in members will be granted full voting rights for that meeting.

## **2. Finance Committee**

The Finance Committee is comprised of the Chairman and Vice Chairman of the Parish Council, representatives of the other Standing Committees and one other member. In the event that the Chairman of a standing Committee is also the Chairman or Vice Chairman, other members can be appointed. The total number of members of the Finance Committee should be at least 6. The Community Bus Working Party and Lucy Pygott Centre Steering Group shall report back through this Standing Committee. The following is a brief resume of the Standing Committee's areas of responsibility:

- Receipt and overview of the Parish Council accounts
- Provision of grants
- Banking arrangements
- Investments
- Public Works Loan Board
- Implementation of financial internal & external audit recommendations
- Preparation of the precept and annual budgets, via the collation of Committee produced budgets
- Receipt and overview of the asset register
- Expenditure approval in line with allocation budget (see Appendix C)
- Tender notices
- Assessment and management of Parish Council reserves
- Asset management including Community Bus and Lucy Pygott Centre
- Review of staff salary payscales for annual budgeting purposes in conjunction with the Staffing Committee

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £15,000, as identified via the Community Aspirations and Projects Lists. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

### 3. Planning & Infrastructure Committee

The Planning Committee is comprised of at least 6 members of the Parish Council. All Members must undertake basic planning training, where possible.

*As part of the membership of this Committee, all members will agree to remain impartial on planning matters, declare interests and refrain from disclosing an opinion on planning applications within a public forum, unless authorised to do so on behalf of the Parish Council and Planning Committee.*

The Neighbourhood Plan Steering Group and Conservation Area Review Group shall report back through this Standing Committee.

The Planning & Infrastructure Committee maintain delegation rights to run planning discussions remotely in the instances where, there would be an unnecessary delay to planning responses due to reduced consultation timeframes and/or availability of Planning Committee members for an in person meeting. Remote/online planning discussions are open to members of the public to listen in and will be publicised as per all other public council meetings. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix D)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Parish Neighbourhood Plan – via appropriate Steering Group
- Planning applications: submission of comments on planning applications within and impacting on the parish
- Planning applications and appeals: appoint a representative to deliver a pre-agreed speech to HDC Planning Committee on applications which merit further representation by the Parish Council
- Conservation Areas: monitoring and liaison with Hart District Council
- Licencing applications: submission of comments on licencing applications within the parish
- Planning Appeals: representations at Planning Inspectorate hearings and public enquiries as necessary
- The Committee can meet with residents, local developers and third parties, as appropriate, to discuss and review developments, working in line with the Hartley Wintney Neighbourhood plan.
- Local Development Framework: monitor changes and preparation of the Parish Council submission
- Local Development: to represent the Parish Council at pre-planning meetings as considered appropriate and to hear submissions from developers
- To review the Neighbourhood Plan at least every 5 years after it has been 'made'. The Committee will promote the use of the Neighbourhood Plan, as required
- To make comment and representations, as appropriate, on neighbouring Parish Neighbourhood Plans
- Minerals & Waste: liaison with neighbouring parishes and preparation of Parish Council submission
- Housing, including Affordable: liaison with Hart District Council, Vivid Housing Group and HHA/ Hastoe Housing Association
- Aviation: representation on Blackbushe Airport Consultative Committee
- Parking: liaison with relevant authorities to improve on and off street parking facilities and controls
- Highways and Traffic: represent the Parish Council on highways and traffic related matters including pedestrian safety
- Community Buildings (exc. Lucy Pygott Centre) and Parish Office: maintenance and improvements

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

#### **4. Environment & Amenities Committee**

The Environment and Amenities Committee is comprised of at least any 6 members of the Parish Council. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix E)
- Preparation of annual budgets, for submission to Finance Committee for collation
- Hart Leisure Strategy: support, input and assistance
- Youth: provision of improved facilities and youth events programme
- Memorial & Jubilee Fields: maintenance and development of uses
- Play Areas: provision, maintenance and improvements
- Allotments: maintenance and administration of Vicarage Hill & Dilly Lane allotments.
- Maintenance and improvements: Vaughan Millennium Orchard, St. Mary's and All Souls Churchyard, High Street (planting)
- Springfield Avenue land
- Parish Council Burial Ground: administration and maintenance
- Street Furniture: provision & maintenance of seats, litter & dog waste bins, planters, bus shelters, street lighting, notice boards
- Footpaths: liaison with user groups and Rights of Way Officer
- War Memorials: maintenance, cleaning and repair
- Conservation Development: liaison with HDC and Hazeley Heath Management Committee.
- Environmental Maintenance & Improvements: selected fly-tipping removal, scrub and grass cutting, liaison with Hart District
- Parish Council representation on Commons maintenance, improvements and management plans, ponds and tree planting
- Creation and development of Parish Council Sports Ground and Pavilion at St Mary's Park
- Review the Special Projects budget in line with Projects list and S106 Projects.
- Manage S106 budgets/funds and coinciding projects

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

## 5. Staffing Committee

The Staffing Committee is comprised of up to any 6 members of the Parish Council and should include the Chairmen from the Finance Committee and Policy Working Party. Where the nature of the discussion is deemed confidential under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the agenda item will be closed to the public. One meeting will be held every year to review all staff contracts, job descriptions and payscales. The Staffing Working Party reports to this Committee and non-public meetings will be convened as and when necessary, e.g. to deal with grievance or disciplinary matters; for staff recruitment; or to deal with other emerging personnel matters. Recommendations will then be made to the Staffing Committee as appropriate. The following is a brief resume of the Standing Committee's areas of responsibility:

- Expenditure approval in line with allocation budget (see Appendix B)
- Managing staff recruitment including advertising, selecting and interviewing candidates and to make an appointment within budgetary constraints. To form a recruitment panel when required consisting of up to 3 committee members plus the Executive Clerk, via the Staffing Working Party
- Overseeing the disciplinary process in accordance with the Council's disciplinary procedure
- Overseeing the grievance process in accordance with the Council's grievance procedure
- Managing any process leading to dismissal of staff including redundancy
- To make recommendations to the Finance Committee for the review of staff salary payscales for all staff
- To provide guidance and support to the Executive Clerk and their Team, as required and when appropriate.
- To deal with any other matter that a meeting of the Full Council considers appropriate to be referred to the Staffing Committee

Appeals relating to disciplinary, grievance or pay decisions will be heard in line with the relevant procedures by 3 members of the Council, plus the Executive Clerk where appropriate, who have not been previously involved in the matter and which may include members of the Staffing Committee. Due to the timings stipulated in the Council's relevant employment policies the appeals panel will be organised directly between the Committee members.

As in line with Hartley Wintney Parish Council Financial Regulations (see Appendix A), this Standing Committee shall have authority to spend items up to £5000, as identified via the Community Aspirations and Projects List. It is recommended that the Projects list is ratified at Full Council prior to submission of the following year's budget.

Any items which exceed this amount or are in addition to the pre-approved Projects List, must be as a recommendation to the next Parish Council meeting.

## **6. Policy Working Party**

The Policy Working Party is comprised of at least 5 members plus the Deputy Clerk. It is recommended that the Policy Working Party is not comprised wholly of members who are also on the Finance Committee in the interests of transparency. The following is a brief resume of the Policy's Working Party areas of responsibility:

- Maintenance and monitoring of Policy Documents (Standing Orders & Financial Regulations remain the responsibility of the Executive Clerk)
- Distribution of Policy documents to be produced or updated by relevant Committees
- Publication Scheme & Complaints Procedure
- Health & Safety Policy
- Victoria Hall Charity Management Committee liaison
- Parish Council Compliance (as directed by the Executive Clerk)

**There is no budget of financial delegation allocated to this Working Party.**

## **Additional information**

For further information, please contact the Executive Clerk or the Chairman of the Policy Working Party.

## **Amendment Record**

Version 1: Adopted by Full Council – 9<sup>th</sup> May 2013  
Version 2: Adopted by Full Council – 5<sup>th</sup> March 2018  
Version 3: Adopted by Full Council – 14<sup>th</sup> May 2018  
Version 4: Adopted by Full Council – 4<sup>th</sup> February 2019  
Version 5: Adopted by Full Council – 7<sup>th</sup> September 2020  
Version 6: Adopted by Full Council – 5<sup>th</sup> May 2021  
Version 7: Updated – May 2022

## **Appendix A;**

HWPC Financial Regulations section;

### **1. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

1.1. 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 (except in case of Finance Committee which is (£15000));
- a duly delegated committee of the council for items over £1000; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

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

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

1.2. 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').

## Appendix B – Full Council & Staffing Committee Budget 22/23

		2022/23	
		BUDGET	Comments
<b>FULL COUNCIL (&amp; STAFFING COMMITTEE)</b>			
<b>100</b>	<b>COUNCIL ADMINISTRATION</b>		
4000	STAFF SALARIES	105,000	Includes annual uplift for 21/22, min. wage increase & additional resource
4005	HMRC & PAYROLL COSTS	8,000	
4030	INSURANCES	4,000	
4051	OFFICE IT UPGRADE	7,500	Annual licensing and IT Technical Support plus additional software
4120	OFFICE SUPPLIES/ ADMIN COSTS	2,000	Includes telephone/broadband, printer charges, stationery and general office supplies.
	<b>Total Expenditure</b>	<b>126,500</b>	
<b>STAFFING COMMITTEE</b>			
4010	STAFF TRAINING & RECRUITMENT	1,500	Annually review as per needs
4020	COUNCILLOR TRAINING	3,000	Annually review as per needs
4040	PENSIONS	3,000	
	<b>Total Expenditure</b>	<b>7,500</b>	
<b>100</b>	<b>Net Expenditure</b>	<b>134,000</b>	
<b>FULL COUNCIL</b>			
<b>110</b>	<b>SPECIAL PROJECTS</b>		
4025	WAR MEMORIAL WORK	0	Annual maintenance paid as required from EMR
4055	QPS CHARTER/ ELECTION COSTS	-	
4060	WEBSITE COSTS	1,500	Annual hosting and maintenance charge of £1400
4065	PARKING BAYS (RED)	8,500	Review in year for use v's cost
4085	COVID RESPONSE	0	Transfer from EMR / General reserves
4095	UNSPECIFIED PROJECTS	0	
	<b>Total Expenditure</b>	<b>10,000</b>	
1200	GRANTS INC. NEIGHBOURHOOD P.	0	
	<b>Total Income</b>	<b>0</b>	
<b>110</b>	<b>Net Expenditure</b>	<b>10,000</b>	
<b>Full Council - Expenditure</b>		144,000	
<b>Full Council - Income</b>		-	
<b>Net Expenditure over Income</b>		<b>144,000</b>	



## Appendix C – Finance Committee Budget 22/23

FINANCE COMMITTEE		
<b>200</b>	<b>GENERAL FINANCE</b>	
4100	PUBLIC WORKS LOAN REPAYMT	4,025 Set amount not to be changed
4105	GRANTS & DONATIONS (S137)	- ONLY BUDGET WHAT WILL BE SPENT
4130	ACCOUNTANCY & AUDIT	2,000
4135	BANK CHARGES	600
4140	ANNUAL SUBSCRIPTIONS	2,500 Details as per provision in May 21
4300	LEGAL/ PROFESSIONAL SERVICES	7,500 Additional contracts and legal advise for projects this year
	<b>Total Expenditure</b>	<b>16,625</b>
1076	PRECEPT	-
1090	INTEREST RECEIVED	100
1200	GRANTS INC. NEIGHBOURHOOD PLAN	0
1201	GRANT INCOME S106	0
	EVENT INCOME	5000 Target income
1241	UNPLANNED INCOME	0
	<b>Total Income</b>	<b>5,100</b>
<b>200</b>	<b>Net Expenditure</b>	<b>11,525</b>
<b>220</b>	<b>ASSET MGMT</b>	
	LPC - UTILITIES & SERVICES	6,200 £4000 resource cost is included in 4000
	LPC - MAINTENANCE & REPAIR	2,300
	LPC - CLEANING	2,000
4050	SEASONAL EVENTS	30,000 MOVED FROM E&A & reduced down
	<b>Total Expenditure</b>	<b>40,500</b>
	LPC - INCOME CLUBS	900
	LPC - INCOME BOOKINGS	5,500
	<b>Total Income</b>	<b>6,400</b>
<b>220</b>	<b>Net Expenditure</b>	<b>34,100</b>
	<b>Finance - Expenditure</b>	<b>57,125</b>
	<b>Finance - Income</b>	<b>11,500</b>
	<b>Net Expenditure over Income</b>	<b>45,625</b>

## Appendix D – Planning & Infrastructure Committee Budget 22/23

PLANNING COMMITTEE			
<b>430</b>	<b>COMMUNITY BUILDINGS</b>	All buildings split out as separate assets	
4540	PUBLIC TOILET UTILITIES	1,900	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4545	PUBLIC TOILET MTNCE & REPAIRS	1,600	
4550	PUBLIC TOILET CLEANING	4,000	
4600	PARISH OFFICE RENOVATION	-	Transfer from reserves or S106 if required
4640	AHALL UTILITIES	3,000	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4645	AHALL MTNCE & REPAIRS	1,500	
4650	PARISH OFFICE CLEANING	1,400	
4150	PALE LANE UNIT RENTAL	5,000	*MOVE FROM CC 200
4740	PALE LANE UTILITIES	400	DOUBLE COSTS TO DATE PLUS 3% INFLATION
4745	PALE LANE MTNCE & REPAIRS	250	
4750	PALE LANE CLEANING	-	
<b>Total Expenditure</b>		<b>19,050</b>	
1430	APPLETON HALL INCOME	0	Future income to be retained under management arrangement with Victoria Hall Charity
<b>Total Income</b>		<b>0</b>	
<b>430</b>	<b>Net Expenditure</b>	<b>19,050</b>	
<b>440</b>	<b>COMMUNITY BUS</b>		
4000	STAFF SALARIES	18,360	NEW MONTHLY AVE. IS £1500 PLUS 2% INFLATION
4580	COMMUNITY BUS INCIDENTALS	2,000	Does NOT contain any salary costs
4585	COMMUNITY BUS FUEL	3,000	EST.
4590	COMMUNITY BUS MTNCE & REPAIRS	3,000	MAINTENANCE CONTRACT
4595	COMMUNITY BUS INSURANCE	3,000	Increase due to higher value of vehicle
4570	COMMUNITY BUS VEHICLE SINKING FUND		Apr-23
<b>Total Expenditure</b>		<b>29,360</b>	
1440	FARE INCOME	6,750	TARGET EARNINGS however COVID restrictions on passenger numbers may well be with us into the next Financial Year – 1m+, mask wearing and extra cleaning; Fares are increased to standard £6.50. Actual to users of the door to door are £3.25 assuming HCC continue with 25% subsidy and HWPC subsidise 25%
1441	ROSIE MINIBUS CONTRIBUTION	2,000	AS PER AGREEMENT - RMO pay the annual £2000 minimum usage charge but do not exceed 2000 miles usage; Continued provision of free transport for Community Kitchen and village old people events without additional driver costs
1443	BUS SERVICE OPERATORS GRANT	1,100	Figures remain unchanged
1444	CONCESSIONARY FARES	2,250	
1442	UNSPECIFIED CONTRIBUTIONS	2,000	ADDITIONAL FUNDING TARGET - Income from an alternative source such as Hook PC could be obtained
<b>Total Income</b>		<b>14,100</b>	
<b>440</b>	<b>Net Expenditure</b>	<b>15,260</b>	
<b>450</b>	<b>COMMUNITY PLANS</b>		
4610	CONSERVATION AREA REVIEW	1,000	If more funding required, transfer from general reserves
<b>Total Expenditure</b>		<b>1,000</b>	£5000 TO BE MOVED FROM RESERVES
<b>450</b>	<b>Net Expenditure</b>	<b>1,000</b>	
<b>PLANNING - Expenditure</b>		<b>49,410</b>	
<b>PLANNING - Income</b>		<b>14,100</b>	
<b>Net Expenditure over Income</b>		<b>35,310</b>	

## Appendix E – E&A Committee Budget 22/23

ENVIRONMENT & AMENITIES COMMITTEE			
<b>400</b>	<b>GENERAL ENVIRONMENTAL</b>		
4400	HIGH STREET PLANTERS	2,000	Hattons Pond railings, 4 tier one all year, tubs summer only and proposed 'displays' on 3 entries to the village (A30 x 2 plus Fleet Road)
4405	ENVIRONMENTAL MAINTENANCE	3,000	
4410	PARISH VEHICLE	1,000	Insurance, fuel, maintenance - costs should reduce on the new truck
4415	STREET FURNITURE	1,500	To include flagpoles, notice boards and mtce
4420	STREET LIGHTING	11,000	Includes lights & electricity. This is primarily a charge from HCC - we receive 2 invoices per year.
4435	TENNIS COURT	-	
4440	PLAY AREA	1,000	Reduced figure is to cover standard maintenance. There is a capital project on the list to cover substantial upgrades.
4450	BIN EMPTYING / DOG FOULING	4,000	With private Contractor
4475	GRASS CUT - ALL AREAS (OTHER SMP)	22,000	New contract to include tree works and one off - opp to reduce if budget requires
	HATTONS POND	5,000	Ongoing mtce costs of amenity space
4700	ORCHARD DEVELOPMENT	-	All expenditure funded from reserves.
4720	SMP LEGAL / PROF SVCES	-	legal costs associated with grounds will be moved from Reserves and/or S106 funds
4725	MARKET RESEARCH		Included within additional office resource
	<b>Total Expenditure</b>	<b>50,500</b>	
1000	HIGH ST MARKET INCOME	10,000	£3000 charge to car park, aim to increase rent by a % and more stallholders
1005	FOOTBALL CLUB RENTAL	1,700	Aim to increase rent over 3 years to £2000 - £140, £150 & £150
1010	TENNIS CLUB RENTAL	-	Not included in precept
1020	EVENT INCOME - YOUTH	-	
1445	SOLAR FARM HW/ WINCHFIELD	1,800	Annual payment due December
	<b>Total Income</b>	<b>13,500</b>	
	Charge for market	3,000	
		3,000	
<b>400</b>	<b>Net Expenditure</b>	<b>40,000</b>	
<b>410</b>	<b>BURIAL GROUND</b>		
4490	MAINT. - BURIAL GD	13,500	Gravedigger charges - recovered in income
	SINKING FUND FOR EXT.	3,000	£1 per household
	<b>Total Expenditure</b>	<b>16,500</b>	
1410	INTERMENT INCOME	28,000	Ave. annual income of £16,000 plus include gravedigger costs as above and admin
	<b>Total Income</b>	<b>28,000</b>	
<b>410</b>	<b>Net Expenditure</b>	<b>- 11,500</b>	
<b>420</b>	<b>ALLOTMENTS</b>		
4500	ALLOTMENTS WATER SUPPLY	600	
	ADMIN COSTS	1,000	Software
4505	ALLOTMENTS MAINTENANCE	1,000	Want to tidy up and mgmt of Vicarage Hill
	<b>Total Expenditure</b>	<b>2,600</b>	
1420	ALLOTMENT INCOME	4,600	Plot fees increased from 20/21 onwards. Must at least break-even
	<b>Total Income</b>	<b>4,600</b>	Add in £30-50 deposit for all allotments
<b>420</b>	<b>Net Expenditure</b>	<b>- 2,000</b>	
	<b>E &amp; A - Expenditure</b>	<b>72,600</b>	
	<b>E &amp; A - Income</b>	<b>46,100</b>	
	<b>Net Expenditure over Income</b>	<b>26,500</b>	

# Hartley Wintney Parish Council – Financial Regulations

## INDEX

1. GENERAL .....	2
2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	6
4. BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	6
5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS .....	7
6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS .....	9
7. PAYMENT OF SALARIES .....	11
8. LOANS AND INVESTMENTS .....	11
9. INCOME .....	12
10. ORDERS FOR WORK, GOODS AND SERVICES .....	13
11. CONTRACTS.....	13
12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS) .....	15
13. STORES AND EQUIPMENT .....	15
14. ASSETS, PROPERTIES AND ESTATES .....	15
15. INSURANCE .....	16
16. RISK MANAGEMENT .....	16
17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	17
18. RAPID RESPONSE PROTOCOL .....	17
19.1 Approved at Full Council on 3 <sup>rd</sup> February 2020; .....	17

These Financial Regulations were reviewed by the Council at its Meeting held on 9<sup>th</sup> May 2022.

## 1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Executive Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2018 National Association of Local Councils

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

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

shall be a matter for the full council only, by review and recommendation of the Finance Committee..

1.14. In addition the council must:

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

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

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

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Finance Committee Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper

practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

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

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council for all items over £5,000; unless authorised by Finance Committee of up to £15,000;
  - a duly delegated committee of the council for items under £5000; or
  - the Executive Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.

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

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

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

- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Executive Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. The Executive Clerk may authorise revenue expenditure on behalf of the council which in the Executive Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Executive Clerk shall report such action to the Chairman, and Chairman of relevant Standing Committee, if applicable, as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to council or committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Committee Meeting.
- 5.5. 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, where the Executive Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or committee;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be approved.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by online bank payment, in accordance with a resolution of Council [or duly delegated Committee].
- 6.4. Payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by one member of council, ideally the Chairman or Chairman of the Finance Committee, and countersigned by the Executive Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. 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.
- 6.7. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.8. 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.
- 6.9. 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.
- 6.10. 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.
- 6.11. Regular back-up copies of the records on any computer shall be made to 'the cloud'.

- 6.12. 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.
- 6.13. Where internet banking arrangements are made with any bank, the Executive Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.14. 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.
- 6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Executive Clerk [RFO] and the Chairman. A programme of regular checks of standing data with suppliers will be followed.
- 6.16. Any Debit Card issued for use will be specifically restricted to the Executive Clerk [RFO] and will also be restricted to a single transaction maximum value of £500 unless authorised by council or committee in writing (email) before any order is placed.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council [finance committee]. Transactions and purchases made will be reported to the [council] [relevant committee] and authority for topping-up shall be at the discretion of the [council] [relevant committee].
- 6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Executive Clerk [RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO may maintain a petty cash float of £75-£100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
  - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 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] [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report

in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Executive Clerk [RFO].
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

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

- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below) ].

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter (email) 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. Records 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 and for orders over £1000.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
    - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
    - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;



- v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Executive 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 Executive Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Executive Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, number 18 <sup>3</sup> 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 Executive Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £750 the Executive Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires

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<sup>2</sup> 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

<sup>3</sup> Based on NALC’s model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

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

## **13. STORES AND EQUIPMENT**

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

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Executive Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

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

## **16. RISK MANAGEMENT**

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

## **17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

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

## **18. RAPID RESPONSE PROTOCOL**

19.1 Approved at Full Council on 3<sup>rd</sup> February 2020;

- There are from time to time occasions when a Parish Council response to a particular issue is required outside of scheduled Parish Council Meetings.
- As an exceptional activity and to avoid undue delay, it is proposed that a response/action may be agreed subject to a quorum of three by an exchange of emails between the Parish Clerk, Chairman and Chairs of the E & A, Finance, Planning and Policy Committees.
- Such actions will subsequently be communicated in a timely manner to all councillors.

In response to the COVID19 pandemic, financial approval subject up to £5,000 can be approved via this route such as emergency spend which has previously budgeted for or is because of a Community response and need to COVID recovery management.

\* \* \*

# **HARTLEY WINTNEY PARISH COUNCIL STANDING ORDERS 2022**

## **((MODEL STANDING ORDERS 2018 (ENGLAND)) — UPDATED APRIL 2022**

National Association of Local Councils (NALC)  
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Introduction .....	3
Rules of debate at meetings.....	4
Disorderly conduct at meetings .....	6
Meetings generally .....	6
Committees and sub-committees .....	9
Ordinary council meetings.....	10
Extraordinary meetings of the council, committees and sub-committees .....	12
Previous resolutions .....	12
Voting on appointments.....	13
Motions for a meeting that require written notice to be given to the proper officer .....	13
Motions at a meeting that do not require written notice.....	14
Management of information.....	14
Draft minutes.....	15
Code of conduct and dispensations.....	16
Code of conduct complaints .....	17
Proper officer.....	18
Responsible financial officer .....	19
Accounts and accounting statements .....	19
Financial controls and procurement.....	20
Handling staff matters .....	22
Responsibilities to provide information .....	22
Responsibilities under data protection legislation .....	22
Relations with the press/media.....	23
Execution and sealing of legal deeds .....	23
Communicating with district and county or unitary councillors .....	23
Restrictions on councillor activities .....	23
Standing orders generally .....	24

## INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

### Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

## **1. RULES OF DEBATE AT MEETINGS**

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



in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **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.**

- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*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.*

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

t 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 who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**  
and the meeting shall be closed. The business on the agenda for the meeting  
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours without a break..

#### 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 or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - 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 5 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may**

**exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - 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; unless otherwise dealt with by policy working party.

- 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*); unless otherwise dealt with by policy working party.
- xviii. Review of the Council's policy for dealing with the press/media; unless otherwise dealt with by policy working party.
- xix. Review of the Council's employment policies and procedures; unless otherwise dealt with by policy working party.
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 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 six councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.



## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 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 5 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 chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

## 12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
 "The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order

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

### **13. CODE OF CONDUCT AND DISPENSATIONS**

*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 granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Office and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from**

**participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a The Proper Officer shall be the Executive Clerk. When Executive Clerk is absent, the Deputy Clerk will undertake the work of the Proper Officer..
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. assist in the organisation of, storage of, access to, security of and

destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Planning Committee Chairman 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 Planning 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 Executive Clerk is the Responsible Financial Officer. When the Executive Clerk is absent, the Deputy Clerk will the work of the Responsible Financial Officer during this time, if required.

## **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 30 June.

## 18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for



fitness of purpose.

- c. **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 referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 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 Council or Staffing Committee is subject to standing order 11.
- b Please refer HWPC policies regarding the handling of staff absence.
- c Please refer to HWPC policies regarding the handling of grievance matters.
- d Please refer to HWPC policies regarding the handling of disciplinary matters.
- e 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.
- f 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 his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- 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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

## **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 thirds of total councillor members to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **SUMMARY OF CHANGES TO STATUTORY DOCUMENTS MAY 2022**

### STANDING ORDERS 2022

- CHANGE TO MODEL 18, RELATING TO EU REGULATIONS AND CONTRACT VALUES
- REMOVAL OF COVID19 REGULATIONS AND TEMPORARY CONTROLS

### FINANCIAL REGULATIONS 2022

- CHANGE TO ITEMS RELATING TO MODEL 18, EU CONTRACTS
- UPDATE REGARDING ROLE OF FINANCE COMMITTEE

### STANDING COMMITTEE TERMS OF REFERENCE

- AMENDMENT IN SECTION 1.1 OF AUDI LINK TO ALL PUBLIC MEETINGS, AS WELL AS LOCATION AND MEETING TIMES
- UPDATE IN SECTION 1.2 REGARDING POLICY COMMITTEE CHANGE TO WORKING PARTY AND STAFFING COMMITTEE
- INCREASE IN FINANCE COMMITTEE APPROVAL LIMIT TO £15,000 UNDER SECTION 2. AND INCLUSION OF ASSET MANAGEMENT I.E COMMUNITY BUS AND LPC WITHIN BUDGET
- IN PREVIOUS SECTION 3 (NOW SECTION 6), CHANGE OF POLICY COMMITTEE TO A WORKING PARK
- SECTION 3 PLANNING UPDATE TO REMOVE COMMUNITY BUS & TRAFFIC PARTNERSHIP WORKING PARTIES
- SECTION 3 NOTED ADDITIONAL DELEGATED POWERS FOR REMOTE PLANNING DISCUSSION
- UPDATED WITHIN SECTION 3, DELEGATED POWERS TO MEET WITH RESIDENTS, DEVELOPERS AND THIRD PARTY'S OF INTEREST TO COMMUNITY AND NEIGHBOURHOOD PLAN
- SECTION 5 ARRANGMENTS NOW INLINE WITH EMPLOYMENT REGULATIONS.

# Hartley Wintney Parish Council Risk Management Schedule 2022/23

Last reviewed: May 2020

## Income

Topic	Risk Identified	Risk Level H/M/L	RAG* Rating	Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Precept	Not submitted	L		Full Council Minute – RFO follow up	Diary	12 months	Approved at Full Council 10.01.22 & completed form sent to HDC 17.01.22
	Not paid by HDC	L		Check & Report To Fin Comm.	Diary (April & Sept)	12 months	Payments received April & Sept
	Adequacy of precept	H		Monthly review of budget to actual	Diary	12 months	Full Council 10.01.22
Community Bus	Now cashless						
	Payments do not reconcile	H		Administrator	RFO verify	6 months	RFO check passenger list v's SUM Up payments
	Carrying passengers	M		Risk assessment in place	Clerk	12 months	Reviewed by staff 30.04.22
Charges – Markets	Cash handling	H		HAO	RFO Verify	6 months	Cash taken recorded in receipt book
	Cash transport	H		All monies submitted weekly to office	RFO Verify	6 months	Banked fortnightly
	Cash banking	H		Bi-weekly banking, receipts entered	RFO Verify	6 months	CSA bank cash fortnightly. RFO checked receipt book against banked values - completed quarterly
Charges – Burial Ground	Grave allocation	M		In order, no reserves. Allocated by Deputy Clerk		12 months	Allocated and logged by Deputy Clerk
	Invoices to Funeral Directors	M		All payments prior to interment	RFO Verify	12 months	RFO/ Deputy Clerk checks fee is correct before finalising booking
	Memorial fees	M		All payments prior to erection	RFO Verify	12 months	Not applicable - included in interment fee
Charges – Allotments	Rental invoices	L		Sent out every September	Diary	12 months	Renewals sent September. Payments checked by Deputy Clerk periodically
	Cash handling	L		Payments logged and banked	RFO Verify	12 months	Logged on spreadsheet & all payments made by cheque
	Cash banking	L		Fortnightly	Diary	12 months	Banked upon receipt for renewals or new plots. RFO checked burial records against banked income - completed quarterly
Grants – District/ S106	Claims procedure	L		Clerk/RFO check quarterly	Diary	12 months	Logged on S106 tracker
	Receipt of grant when due	M		Check & Report to Fin Comm.	Diary	12 months	Late payments chased where required
Investment Income	Receipt when due	L			Diary	12 months	CCLA deposit fund - Cllr signatories can contact CCLA direct to complete spot check balance enquiries.
	Investment Policy	L		Review policy annually +	Diary	12 months	
	Surplus funds	L		Review policy annually +		12 months	Reviewed at Finance Committee 22.10.18

## Expenditure

Topic	Risk Identified	Risk Level H/M/L		Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Salaries	Wrong salary paid	M		Check to records - payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
	Wrong hours paid	M		Check to timesheet/contract- new payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
	Wrong rate pay	M		Check to contract- new payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
	False employee	L		Check to PAYE Records & lists- new payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
	Wrong deductions – NI	M		Check to PAYE Calcs- new payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
	Wrong deductions – Income tax	M		Check to PAYE Calcs- new payroll software in place	Member verify	12 months	Salaries checked & signed by Cllr signatories monthly
Staff Pensions	Failure to set up pension scheme in time	M		RFO check and consider budget	RFO verify/ Chair of Finance	6 months	Auto enrol for eligible employees
	Failure to enrol staff	L		RFO check and consider budget	RFO verify/ Chair of Finance	6 months	Pensions submission system automatically checks for eligibility at each submission based on cumulative income
	Deduction of incorrect pension payments from salary or HMRC	M		RFO check and consider budget- new payroll software in place	RFO verify/ Chair of Finance		Payment submission generated by payroll software deducts amount via direct debit
Direct Costs and overhead expenses	Goods not supplied to HWPC	M		Order system	Approval check	6 months	Request to pay by invoice wherever possible so payment after delivery of goods
	Invoice incorrectly calculated	L		Check arithmetic	Approval check	6 months	Invoices are added up prior to payment
	Overpayment	M		Payments listing submitted	Member verify	6 months	Cllr approve online payments
	Payment to incorrect party	M		Payments listing submitted	Member verify	6 months	Cllr approve online payments & bank checking system
	Stock loss	H		Point of sale info and control	Reconcile to Stock	6 months	
	Incorrect invoice payment	M		Check invoice amount against bank statement	Member verify	6 months	Cllr signatory checks all invoices against payments listings monthly
Cllrs Allowances	Cllr overpaid	M		Claim form & minute	RFO verify	6 months	Checked legitimacy of each claim prior to sign off/ payment
	Income tax deduction	M		Check to PAYE Records & lists	RFO verify	6 months	Use HMRC basic tools to calculate PAYE & employer's NI

Topic	Risk Identified	Risk Level H/M/L		Management of Risk	Staff action	Internal Audit Checks (Every)	Completion Notes
Grants & support	Power to pay	M		Minute power	Member verify	12 months	Policy reviewed annually
	Agreement of Council to pay	L		Minute	Member verify	12 months	All grants are agreed at Finance Committee meeting - as per budget and policy
	Conditions agreed	L		Use reasonable condition	RFO check	12 months	RFO check application is compliant prior to fwd to council
	Cheque & voucher	M		Signatory initials etc Stub & Voucher	Member verify	12 months	Payments are accounted for as invoices signed off by 2 Cllr signatories
	Follow up verification	M		RFO check and consider budget	RFO verify	12 months	
Election Costs	Invoice at agreed rate	L		RFO check and consider budget	RFO verify	Whenever	
VAT irrecoverable	VAT analysis	M		All items in cash book lists	RFO verify	12 months	RFO ensures VAT is properly accounted for in finance system so that VAT return is correct
	Charged on purchases	L		Consider all items per cash book lists	RFO verify	12 months	
	Partial exemption applies	M		Capital Expenditure	RFO verify	12 months	
	Claimed within time limits	M		Agree returns submitted	RFO verify	3 months	VAT returns completed end of each qtr and chase non-payments with HMRC
Reserves - General	Adequacy	L		Consider at Budget setting	RFO opinion	12 months	Annually reviewed
Reserves – Earmarked	Adequacy	L		Consider at Budget and Final a/cs	RFO opinion	12 months	Annually reviewed
	Earmarked or Contingent liability	L		Review minutes with Chair Fin Comm	RFO/member view	12 months	Several reviews completed by RFO and Chairman of Finance committee
Play areas	Faulty or worn equipment & risk to public safety	L		Weekly inspection of all play facilities plus annual RoSPA inspection	Contractor	Weekly & 12 months	Weekly inspection reports shared and uploaded to RoSPA
Assets	Loss, Damage etc	M		Annual inspection, update insurance and asset registers		24 months	Assess register online software
	Risk or damage to third party property or individuals	M		Review adequacy of Public Liability Insurance	Diary	12 months	Annual insurance review
Staff	Loss of key personnel (Clerk)	L		Hours, health, stress, training mgt.	Staffing Committee	24 months	Staffing Committee set up to support staff
		M		Long term sickness, early departure	Staffing Committee		Succession planning - procedures in place
	Fraud by staff	L		Fidelity Guarantee value	Council	12 months	Secure cash handling & petty cash processes
	RFO not completing statutory tasks or financial risk assessment tasks	M		Finance Committee Chair to conduct spot checks	Member verify	3 months	Verification by Council Chairman and Finance Chairman
Loss	Consequential loss due to critical damage or third party performance	L		Insurance cover review adequacy	Diary	12 months	Insurance requirements reviewed annually before premium is due in June.
Council documents	Accidental deletion or loss of files including financial records	L		Monthly back ups. Storing paper documents in secure, metal cabinet	Clerk	1 month	Electronic back-up made monthly and stored in cloud.
Cash	Loss through theft or dishonesty	L		Insurance cover review ensure adequacy of Fidelity guarantee insurance	Diary	12 months	Cash handling policy in place.
Events programme	Public liability	L		Risk assessments completed for all community events. Public liability insurance in place. Third party providers required to show insurance and food hygiene certificates where required.	Events Manager	12 months	Risk assessment reviewed before each event and any mitigation measures put in place.
Maintenance	Poor performance of assets or amenities loss of income or performance	M		Annual maintenance inspection	Diary	12 months	Inspection of assets underway
Borrowing/lending	Adequacy of finances to be able to repay loans	M		Financial review and cashflow forecasting monthly	Diary	12 months	RFO checks income & expenditure reports monthly against budget. Issues raised with Council with suggested virements
Legal Powers	Illegal activity or payment	H		Educate Council as to their legal powers	Diary	24 months	List of council powers available to all members
Financial Records	Inadequate records	L		RFO/clerk check quarterly + regular internal audit	Diary	12 months	RFO checks key financial indicators at least monthly, inc. income and expenditure report, outstanding creditors & debtors, trial balance and nominal ledger
Minutes	Accurate and legal	L		Review at following meeting	Diary	12 months	Also verified by internal auditor
Members interests	Conflict of interest	M		Update declarations of interest	Diary	4 years	Considered at each meeting for agenda items. Declarations updated at election or if any changes
GDPR	Non-compliance & data breaches.	M		Staff & councillor training, data review, re-registration of community bus users, updating privacy notice, regular deletion of emails & policy update	Policy Comm. & Clerk	3 months	All bus users are in process of being re-registered. Staff briefing on retaining personal data. Officers and Councillors attended GDPR training.
Lucy Pygott Centre	Injury to public or staff	L		Maintenance and safety checks in place	Clerk	3 months	Regular visual checks undertaken
	Hirers	L		Contract in place	Clerk	Various	Each booking talk through requirements & fire safety
	damage to building	M		Auto fire system and security system in place	Clerk	3 months	Maintenance contract in place

Red Amber Green (RAG) risk rating: Red (high) - Amber (medium) - Green (low)

Document date: 09.05.22