



All members of Cullompton Town Council's
Policy, Finance and Personnel Committee
are hereby summoned to attend a meeting of the Committee to be held on
Tuesday 15 May 2018 commencing at 10.00am, at Cullompton Scout Hut

Judy Morris

Signed: Mrs Judy Morris, Town Clerk

Date: 9 May 2018

AGENDA

Members of the public are very welcome to attend this meeting

Membership: Councillors: Eileen Andrews, James Buczkowski, Gordon Guest, Lloyd Knight, Mike Thompson

PUBLIC QUESTION TIME:

15 minutes is set aside at the beginning of the meeting to enable members of the public to ask questions which are relevant to the work of the Committee. Up to 3 minutes is allowed for each question.

It may not be possible to reply straightaway and the question may only be noted and a written response sent at a later date.

NOTE: All queries regarding the accounts or other financial matters to be asked in advance of the meeting in order that the Chairman/Clerk has the details available at the meeting, otherwise the response will be deferred.

- 1. APOLOGIES:** To receive apologies for absence.
- 2. DECLARATIONS OF INTERESTS:** To receive declarations of declarable pecuniary and personal interests from members present.
- 3. PUBLIC QUESTION TIME:** To receive questions from member of the public present at the meeting. 10.05-10.20

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|-------|---|-----------------|
| 4. | MINUTES: To consider and approve the Minutes of the previous meeting held on 17 April 2018 (Appendix A). | 10.20-
10.25 |
| 5. | COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for April/May 2018 (to be tabled at the meeting). | 10.25-
10.30 |
| 6. | FINANCE | |
| (i) | Income and Expenditure accounts: To consider different layouts and agree 2018/19 format (Appendix B). | 10.30-
10.50 |
| (ii) | Invoice/receipt books: To consider purchase of bespoke invoice and receipt books. | |
| (iii) | Internet banking arrangements: To confirm changes and agree way forward. | |
| 7. | STAFFING MATTERS | 10.50- |
| (i) | Deputy Town Clerk post: To receive update and consider psychometric testing. | 11.10 |
| (iv) | Staff mobile phones: To consider report and agree way forward (Appendix C). | |
| (v) | Health, safety and environmental review: To consider quote for review of health & safety documentation (quote to be sent separately). | |
| (vi) | Van parking: to receive confirmation that the Council's Commercial Motor Insurance policy has no restrictions as to where vehicles are parked. | |
| (vii) | Vehicle log books: To review format. | |
| 8. | WEBSITE AND IT | 11.10- |
| (i) | To review information to be published on the Council's website as a requirement of the Transparency Regulations (Appendix D) | 11.20 |
| 9. | POLICIES & PROCEDURES | |
| (i) | Scheme of Delegation: To consider any comments with regard to the proposed changes. | 11.20-
11.30 |
| (ii) | Standing Orders: To review 2018 amendments for approval of full council (Appendix E). | |
| 10. | CORRESPONDENCE | |
| (i) | Email from member of the public relating to publishing expenditure information on the website. | |
| (ii) | Any correspondence received after the date of this agenda. | |

RECOMMENDATION: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private.

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|-----|--|-----------------|
| 11. | STAFFING: To receive report (to be tabled at the meeting) | 11.30-
11.45 |
| 12. | DATE OF NEXT MEETING: To confirm the date and time of the next meeting as Tuesday 19 June at 10am and agree venue | |

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend the meeting.

Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



POLICY, FINANCE & PERSONNEL COMMITTEE

**Minutes of a Committee meeting held on
Tuesday 17 April 2018 at 10.00am at the Hayridge Centre, Cullompton**

Present: Cllr James Buczkowski (in the chair) and Cllrs: Eileen Andrews, Iain Emmett, Lloyd Knight and Mike Thompson

Judy Morris: Clerk

123. APOLOGIES were received and accepted from Cllr Gordon Guest (personal).

124. DECLARATIONS OF INTEREST:

- **Cllr Lloyd Knight** declared a personal interest in respect of grant application from Culm Vale Bowling Club as he lives next door.
- **Cllr James Buczkowski** declared a personal interest in respect of terms of reference for the Youth Services Working Group as he is a trustee of a youth organisation.

125. PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting. None.

126. MINUTES: The Minutes of the meeting held on 20 March 2018 were approved and signed as a correct record. Proposed Cllr Lloyd Knight, seconded Cllr Eileen Andrews.

NOTE: Clerk to let Cllr Mike Thompson know the contact details for the Council's internal auditor.

127. COMMENTS AND COMPLAINTS: To receive details of any comments or complaints for February/March 2018: None. In response to a query from Cllr Eileen Andrews the Clerk confirmed that Devon County Council is following up a complaint from a member of the public who tripped on the pavement in Fore Street.

128. FINANCE

- (i) To review draft Income and Expenditure 2017.18 and approve transfers to Ear Marked Reserves:** List circulated with the agenda.

RESOLVED: That Ear Marked Reserves are transferred to the 2018.19 financial year as per Appendix A.

NOTE: Cllr Mike Thompson requested details of payments/receipts as follows:
£400 – General Administration

£600 – Payroll additional
 £1452 – Town Hall running expenses
 -£119 – Outdoor market expenses
 £154 – Miscellaneous income

Note: Clerk to find out if it is possible to add page numbers when collating agendas using PDF Fusion.

RESOLVED: That Income & Expenditure accounts are produced in different formats for next meeting for comparison purposes. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

(ii) Grant applications: To consider grant applications:

RECOMMENDATION: That the Council approves grants as follows:

Organisation	Purpose of grant	Amount requested	Grant paid 2017.18	Recommended grant 2018.19
Citizens' Advice Bureau	To provide an outreach service in Cullompton for the benefit of the local community providing free, independent advice and information.	£500	£500	£500
Cullompton Ace Majorettes	New pom-poms as the ones they have are looking worn and dated	£500	£200	£300
Culm Voluntary Car Scheme	To help towards general running expenses of this essential service for local residents who would find it difficult to get to hospitals, doctors' surgeries and other health visits by any other means.	£300	£300	£300
Cullompton Bowling Club	Safety fence urgently needed before the start of the season (Mid April). The old safety fence blew down in the storms which has meant that several cricket balls have ventured onto the Green hitting or nearly hitting bowlers competing in league competitions and friendlies	£2,500	£100	Nil as a capital project more suited to a TAP Fund grant or similar.
Culm Vale Bowling Club	Provide a defibrillator for Culm Vale members and visitors. It will be placed in the car park so it is available to the local community.	£500	Nil	£100
Tiverton Swimming Club	Towards start racing blocks, with adjustable foot rests. Current blocks are extremely old and no longer fit for purpose.	Any support available	Nil	£100
Cullompton Family Centre	Refreshments for the centre (£10 per week, 2 sessions per week x 40 weeks) Provide hot drinks, toast and healthy snacks.	£400	£250	£250
Tiverton & District Community Transport Association	Assist with the running costs of Ring & Ride bus service, offering a fully accessible door to door service for frail, elderly, disabled and rurally isolated people, currently available 3-4 days a week in the Cullompton area.	£500	£400	£100
Total				1650.00

Notes:

1. Total grant budget £2,000.00
2. Ask CAB to advertise their service in Cullompton more widely e.g. poster and council newsletter.
3. Review grants policy – future agenda item, consider separate budget heading for regular grant payments such as CAB.
4. Cllr Eileen Andrews declared a personal interest in respect of grant application for Cullompton Bowling Club as she is a member of the Cullompton Community Association Committee.
5. Suggest that the Family Centre look at ways to raise their profile by fund raising.

129. STAFFING MATTERS

- (i) **Salaries: To receive confirmation that agreement has been reached on rates of pay applicable from 1 April 2018 and 1 April 2019:** Noted
- (ii) **Review mileage logs for van and review arrangements for parking:** Noted, clerk to check insurance requirements for parking the van overnight for review at the next meeting.
- (iii) **Review / finalise job description and person specification for the proposed Deputy Town Clerk role and**
- (iv) **Deputy Town Clerk: To agree details for advertising the post and time-line for shortlisting, interviews etc.**

RESOLVED: That the draft job description and person specification for a Deputy Town Clerk are approved with a couple of minor amendments.

- Closing date for applications: 25 May 2018
- Shortlisting: Tuesday 29 May at 10am (Extraordinary PFP Committee meeting)
- Interviews: Friday 8 June am at the Hayridge Centre (if available).

Advertise the post: Town Council website and notice board, Devon Association of Local Councils, and Devon County Council Jobs website. Also circulate to local councils in neighbouring counties. Review the number of applications at the next meeting to decide whether any additional advertising is required.

Interview panel: Town Mayor, Chairman PFP Committee plus one other.

NOTE: Cllr Lloyd Knight declared a personal interest in respect of the following item as he is a representative for Utility Warehouse.

- (v) **Staff mobile phones: To review.:** Discussion about types of contracts and obtaining best value for money. It was suggested that it is important to have an audit trail so that calls can be monitored.

RESOLVED: That the Clerk researches costs for say 5 business phones that can be used by staff members as and when required.

- (vi) **To consider estimates for cemetery grass cutting:** Three estimates obtained.

RESOLVED: That the lowest estimate from Plandscape for cutting grass in the middle section of the old cemetery is accepted. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

Note: Cllr Mike Thompson voted against as he considered that proper estimates had not been obtained.

- (vii) To consider draft grave digging method statement:** Deferred to the Policy Review Working Group.
- (viii) To review cemetery work sheet:** Deferred to the Policy Review Working Group.
- (ix) Exceptional weather arrangements: To consider response from MDDC and agree policy.** Clerk reported that if staff at MDDC are unable to get to their workplace due to bad weather conditions then they are expected to take flexi-time, holiday or unpaid leave. However DCC policy is that, if there is a red warning in force advising people not to travel unless absolutely necessary, they don't expect staff to attend their workplace and they will be paid as usual.

RESOLVED: That, when a red warning is in force and people are advised not to travel unless absolutely necessary, staff will not be expected to travel to work and will be paid as usual.

130. WEBSITE AND IT: To consider any website or IT related matters: None.

131. POLICIES & PROCEDURES

- (i) Youth Services Working Group: To review terms of reference:** Concern that the membership of the group is not very diverse. It was suggested that representatives from local organisations and youth groups are invited to join the group.

RECOMMENDATION: That the terms of reference are amended to include that representatives from local organisations and youth groups are invited to join the Youth Services Working Group.

RESOLVED: That as the time is now 12noon the meeting is extended for a further 15 minutes to complete the agenda. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

- (ii) Scheme of Delegation: To finalise recommendation to full council:** Discussion about changes to the committee structure.

RESOLVED: That a revised committee structure is put to the Council for consideration at its Annual Meeting. Proposed Cllr James Buczkowski, seconded Cllr Iain Emmett.

NOTE: Recorded vote as follows: For Cllrs James Buczkowski and Iain Emmett, abstained Cllrs Eileen Andrews, Lloyd Knight and Mike Thompson.

RESOLVED: that due to the sensitive nature of the business to be discussed, the following item is dealt with as Part 2 business and, in accord with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 the press and public are requested to leave at this point and the next section of the meeting is conducted in private. Proposed Cllr Iain Emmett, seconded Cllr Eileen Andrews.

132. STAFFING: To receive report: Noted

133. DATE OF NEXT MEETING: To confirm the date and time of the next meeting as Tuesday 15 May at 10am at Cullompton Scout Hut.

The meeting closed at 12.15pm.

SIGNED: _____

DATE: _____

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Full Council							
100 Administration							
4000 Advertising	0	0	400	400		400	0.0 %
4005 CCTV	0	0	2,000	2,000		2,000	0.0 %
4010 Contingency	0	4,546	2,000	-2,546		-2,546	227.3 %
4020 Cullompton Crier	500	2,584	3,500	916		916	73.8 %
4030 Councillor Allowances	0	440	600	160		160	73.3 %
4035 General Administration/Other	432	1,928	2,000	72		72	96.4 %
4037 Miscellaneous Expenditure	0	562	500	-62		-62	112.3 %
4045 Sundries	42	747	1,000	253		253	74.7 %
4048 Audit Costs	0	2,368	2,500	132		132	94.7 %
4050 Photocopier	333	1,407	1,200	-207		-207	117.2 %
4051 Postage	227	754	800	46		46	94.2 %
4052 Stationery	95	942	1,000	58		58	94.2 %
4055 Subscriptions	0	1,496	1,500	4		4	99.7 %
4060 Telephone & Broadband	528	2,477	2,500	23		23	99.1 %
4065 Professional Fees	0	1,500	1,500	0		0	100.0 %
4067 Tec Fund	0	0	1,000	1,000		1,000	0.0 %
4068 IT Support	384	5,461	6,500	1,039		1,039	84.0 %
4070 Office Equipment	243	533	500	-33		-33	106.5 %
4072 Recycling Bags Expenditure	0	1,355	0	-1,355		-1,355	0.0 %
4075 Grants	0	2,493	3,000	507		507	83.1 %
4085 Mayoralty Fund	0	907	1,500	593		593	60.5 %
4090 Payroll Expenses	14,969	196,261	214,000	17,739		17,739	91.7 %
4091 Payroll Additional	600	10,366	0	-10,366		-10,366	0.0 %
4095 Christmas Lights	350	6,661	8,000	1,339		1,339	83.3 %
4096 Christmas Lights Event	0	3,266	4,025	759		759	81.1 %
4100 Public Works Loan Repayment	0	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	9	1,811	2,000	189		189	90.6 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115 Staff & Councillor Training	140	829	2,000	1,171		1,171	41.5 %
4120 Town Maintenance	192	4,974	6,500	1,526		1,526	76.5 %
4122 Grass/Verge Cutting	0	2,561	5,000	2,439		2,439	51.2 %
4125 Play Area Running Expenses	0	2,421	3,000	579		579	80.7 %
4126 Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4127 Play Area Projects	173	19,668	22,000	2,332		2,332	89.4 %
4130 Van Lease	277	3,325	3,324	-1		-1	100.0 %
4135 Van Running Expenses	58	1,721	2,000	279		279	86.0 %
4150 Public Toilets Contribution	1,273	9,354	13,265	3,911		3,911	70.5 %
4160 Community Wellbeing Committee	500	3,125	3,287	162		162	95.1 %

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4165 Community Events	0	0	1,000	1,000		1,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
Administration :- Expenditure	21,324	316,488	364,501	48,013	0	48,013	86.8 %
1000 Crier Advertising	-40	235	500	-265			47.0 %
1005 Hanging Baskets	0	483	500	-18			96.5 %
1010 Interest Received	668	2,100	1,500	600			140.0 %
1020 Miscellaneous Income	154	1,019	500	519			203.7 %
1025 Photocopying Income	0	31	75	-44			40.9 %
1030 Precept	0	313,758	313,757	0			100.0 %
1035 Council Tax Support Grant	0	5,342	5,343	0			100.0 %
1040 Recycling Bags	45	1,511	0	1,511			0.0 %
1045 Staff Charge Back	70	877	500	377			175.3 %
1050 Community Event Income	0	1,797	500	1,297			359.5 %
1051 Christmas Lights event	0	4,025	0	4,025			0.0 %
1055 Town Maintenance Income	0	15,581	29,200	-13,619			53.4 %
1845 Project Grants	0	22,000	0	22,000			0.0 %
Administration :- Income	896	368,758	352,375	16,383			104.6 %
Net Expenditure over Income	20,428	-52,271	12,126	64,396			
820 Neighbourhood Plan							
4820 Neighbourhood Plan	381	8,098	14,470	6,372		6,372	56.0 %
Neighbourhood Plan :- Expenditure	381	8,098	14,470	6,372	0	6,372	56.0 %
1850 Neighbourhood Plan Income	0	8,598	0	8,598			0.0 %
Neighbourhood Plan :- Income	0	8,598	0	8,598			
Net Expenditure over Income	381	-500	14,470	14,970			
830 Town Team							
1820 Town Team Income	1,405	3,044	0	3,044			0.0 %
Town Team :- Income	1,405	3,044	0	3,044			
Net Expenditure over Income	-1,405	-3,044	0	3,044			
840 Youth Services							
4850 Youth Services	9,750	19,500	19,500	0		0	100.0 %
Youth Services :- Expenditure	9,750	19,500	19,500	0	0	0	100.0 %
1830 John Tallack Centre Income	0	166	0	166			0.0 %
Youth Services :- Income	0	166	0	166			
Net Expenditure over Income	9,750	19,334	19,500	166			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
990	EMR							
9022	EMR - Cemetery Project	0	0	13,000	13,000	13,000	0.0 %	
9024	EMR - Community Bus Service	0	0	5,000	5,000	5,000	0.0 %	
9026	EMR - Town Hall Improvements	0	0	28,043	28,043	28,043	0.0 %	
9028	EMR - Play Area Fund	0	0	4,945	4,945	4,945	0.0 %	
9030	EMR - Railway Feasibility	0	3,641	10,000	6,359	6,359	36.4 %	
9032	EMR - Car Park Improvements	0	0	6,000	6,000	6,000	0.0 %	
9034	EMR - Tech Fund	0	0	2,000	2,000	2,000	0.0 %	
9038	EMR - Townscape Heritage	0	0	1,000	1,000	1,000	0.0 %	
9040	EMR - Van Fund	0	0	4,521	4,521	4,521	0.0 %	
9042	EMR - Cemetery Extension	0	0	3,878	3,878	3,878	0.0 %	
9044	EMR - Christmas Lights	0	0	2,500	2,500	2,500	0.0 %	
9046	EMR - Community Events	0	0	2,000	2,000	2,000	0.0 %	
9048	EMR - Container	0	2,145	2,000	-145	-145	107.3 %	
9050	EMR - Public Rights of Way	0	519	1,068	549	549	48.6 %	
9052	EMR - Staffing Contingency	0	0	5,000	5,000	5,000	0.0 %	
9054	EMR - Mayoralty Fund	0	0	750	750	750	0.0 %	
9070	EMR - Market	3,326	7,401	9,273	1,872	1,872	79.8 %	
9078	EMR - Public Toilets	0	0	0	0	0	0.0 %	
9080	EMR - J T Centre	0	779	3,926	3,148	3,148	19.8 %	
9085	EMR - Town Team	261	1,740	5,784	4,044	4,044	30.1 %	
	EMR :- Expenditure	3,587	16,224	110,688	94,464	0	94,464	14.7 %
	Net Expenditure over Income	3,587	16,224	110,688	94,464			
	Full Council :- Expenditure	35,042	360,309	509,159	148,850	0	148,850	70.8 %
	Income	2,301	380,567	352,375	28,192			108.0 %
	Net Expenditure over Income	32,741	-20,258	156,784	177,042			
General Purposes Committee								
200	Allotments							
4200	Allotment Expenses	37	299	500	201	201	59.8 %	
	Allotments :- Expenditure	37	299	500	201	0	201	59.8 %
1200	Allotment Rents - Top Field	0	410	350	60		117.1 %	
1205	Allotment Rents - Haymans	0	82	150	-68		54.7 %	
	Allotments :- Income	0	492	500	-8		98.4 %	
	Net Expenditure over Income	37	-193	0	193			

Month No : 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
300 Cemetery							
4300 Cemetery Equipment	0	0	1,000	1,000		1,000	0.0 %
4310 Cemetery Running Expenses	1,567	16,112	15,000	-1,112		-1,112	107.4 %
4320 Cemetery Paths	0	0	9,000	9,000		9,000	0.0 %
Cemetery :- Expenditure	1,567	16,112	25,000	8,888	0	8,888	64.4 %
1300 Burial Fees	6,534	41,274	23,000	18,274			179.5 %
1305 Cemetery Income, other	0	10	0	10			0.0 %
Cemetery :- Income	6,534	41,284	23,000	18,284			179.5 %
Net Expenditure over Income	-4,967	-25,172	2,000	27,172			
400 Town Hall							
4400 Town Hall Improvements	0	2,750	15,000	12,250		12,250	18.3 %
4405 Town Hall Running Expenses	1,182	8,252	10,000	1,748		1,748	82.5 %
Town Hall :- Expenditure	1,182	11,002	25,000	13,998	0	13,998	44.0 %
1400 Town Hall Hire	1,025	11,995	11,225	770			106.9 %
Town Hall :- Income	1,025	11,995	11,225	770			106.9 %
Net Expenditure over Income	157	-993	13,775	14,768			
500 General Purposes Miscellaneous							
4005 CCTV	0	614	0	-614		-614	0.0 %
General Purposes Miscellaneous :- Expenditure	0	614	0	-614	0	-614	
Net Expenditure over Income	0	614	0	-614			
General Purposes Committee :- Expenditure	2,787	28,026	50,500	22,474	0	22,474	55.5 %
Income	7,559	53,771	34,725	19,046			154.8 %
Net Expenditure over Income	-4,772	-25,745	15,775	41,520			
Market Committee							
800 Market							
4800 Outdoor Market expenses	-119	0	0	0		0	0.0 %
Market :- Expenditure	-119	0	0	0	0	0	
1800 Street Market Income	202	3,189	0	3,189			0.0 %
1802 Street Market Income - Electri	0	162	0	162			0.0 %
Market :- Income	202	3,351	0	3,351			
Net Expenditure over Income	-321	-3,351	0	3,351			
Market Committee :- Expenditure	-119	0	0	0	0	0	0.0 %
Income	202	3,351	0	3,351			0.0 %
Net Expenditure over Income	-321	-3,351	0	3,351			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>Community Wellbeing Committee</u>							
835	<u>Public Rights of Way</u>						
1835	Public Rights of Way	5,000	5,000	0	5,000		0.0 %
	Public Rights of Way :- Income	5,000	5,000	0	5,000		
	Net Expenditure over Income	-5,000	-5,000	0	5,000		
<hr/>							
Community Wellbeing Committee :-	Expenditure	0	0	0	0	0	0.0 %
	Income	5,000	5,000	0	5,000		0.0 %
	Net Expenditure over Income	-5,000	-5,000	0	5,000		

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>100</u>	<u>Administration</u>							
4000	Advertising	50	0	400	400		400	0.0 %
4005	CCTV	0	0	2,000	2,000		2,000	0.0 %
4010	Contingency	2,995	4,546	2,000	-2,546		-2,546	227.3 %
4020	Cullompton Crier	4,168	2,584	3,500	916		916	73.8 %
4030	Councillor Allowances	340	440	600	160		160	73.3 %
4035	General Administration/Other	912	1,928	2,000	72		72	96.4 %
4037	Miscellaneous Expenditure	363	562	500	-62		-62	112.3 %
4045	Sundries	769	747	1,000	253		253	74.7 %
4048	Audit Costs	2,204	2,368	2,500	132		132	94.7 %
4050	Photocopier	1,163	1,407	1,200	-207		-207	117.2 %
4051	Postage	591	754	800	46		46	94.2 %
4052	Stationery	589	942	1,000	58		58	94.2 %
4055	Subscriptions	1,457	1,496	1,500	4		4	99.7 %
4060	Telephone & Broadband	2,563	2,477	2,500	23		23	99.1 %
4065	Professional Fees	1,500	1,500	1,500	0		0	100.0 %
4067	Tec Fund	1,400	0	1,000	1,000		1,000	0.0 %
4068	IT Support	4,671	5,461	6,500	1,039		1,039	84.0 %
4070	Office Equipment	231	533	500	-33		-33	106.5 %
4072	Recycling Bags Expenditure	1,217	1,355	0	-1,355		-1,355	0.0 %
4075	Grants	2,325	2,493	3,000	507		507	83.1 %
4080	Mayor's Charity	323	0	0	0		0	0.0 %
4085	Mayoralty Fund	246	907	1,500	593		593	60.5 %
4090	Payroll Expenses	203,030	196,261	214,000	17,739		17,739	91.7 %
4091	Payroll Additional	0	10,366	0	-10,366		-10,366	0.0 %
4095	Christmas Lights	7,171	6,661	8,000	1,339		1,339	83.3 %
4096	Christmas Lights Event	1,164	3,266	4,025	759		759	81.1 %
4100	Public Works Loan Repayment	17,647	17,647	17,600	-47		-47	100.3 %
4105	St Andrew's Car Park	2,684	1,811	2,000	189		189	90.6 %
4110	St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115	Staff & Councillor Training	2,000	829	2,000	1,171		1,171	41.5 %
4118	Public Rights of Way	382	0	0	0		0	0.0 %
4120	Town Maintenance	5,635	4,974	6,500	1,526		1,526	76.5 %
4122	Grass/Verge Cutting	0	2,561	5,000	2,439		2,439	51.2 %
4125	Play Area Running Expenses	2,274	2,421	3,000	579		579	80.7 %
4126	Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4127	Play Area Projects	0	19,668	22,000	2,332		2,332	89.4 %
4130	Van Lease	1,939	3,325	3,324	-1		-1	100.0 %
4135	Van Running Expenses	3,216	1,721	2,000	279		279	86.0 %
4150	Public Toilets Contribution	3,797	9,354	13,265	3,911		3,911	70.5 %
4160	Community Wellbeing Committee	515	3,125	3,287	162		162	95.1 %

Month No : 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4165 Community Events	1,137	0	1,000	1,000		1,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
Administration :- Expenditure	282,667	316,488	364,501	48,013	0	48,013	86.8 %
1000 Crier Advertising	1,275	235	500	-265			47.0 %
1005 Hanging Baskets	1,240	483	500	-18			96.5 %
1010 Interest Received	1,902	2,100	1,500	600			140.0 %
1020 Miscellaneous Income	983	1,019	500	519			203.7 %
1025 Photocopying Income	70	31	75	-44			40.9 %
1030 Precept	298,178	313,758	313,757	0			100.0 %
1035 Council Tax Support Grant	6,395	5,342	5,343	0			100.0 %
1040 Recycling Bags	1,885	1,511	0	1,511			0.0 %
1045 Staff Charge Back	1,235	877	500	377			175.3 %
1050 Community Event Income	509	1,797	500	1,297			359.5 %
1051 Christmas Lights event	269	4,025	0	4,025			0.0 %
1055 Town Maintenance Income	29,026	15,581	29,200	-13,619			53.4 %
1845 Project Grants	0	22,000	0	22,000			0.0 %
Administration :- Income	342,967	368,758	352,375	16,383			104.6 %
Net Expenditure over Income	-60,300	-52,271	12,126	64,396			
200 Allotments							
4200 Allotment Expenses	56	299	500	201		201	59.8 %
Allotments :- Expenditure	56	299	500	201	0	201	59.8 %
1200 Allotment Rents - Top Field	380	410	350	60			117.1 %
1205 Allotment Rents - Haymans	102	82	150	-68			54.7 %
Allotments :- Income	482	492	500	-8			98.4 %
Net Expenditure over Income	-426	-193	0	193			
300 Cemetery							
4300 Cemetery Equipment	860	0	1,000	1,000		1,000	0.0 %
4305 Cemetery Extension	6,780	0	0	0		0	0.0 %
4310 Cemetery Running Expenses	13,176	16,112	15,000	-1,112		-1,112	107.4 %
4320 Cemetery Paths	0	0	9,000	9,000		9,000	0.0 %
Cemetery :- Expenditure	20,817	16,112	25,000	8,888	0	8,888	64.4 %
1300 Burial Fees	28,290	41,274	23,000	18,274			179.5 %
1305 Cemetery Income, other	1,638	10	0	10			0.0 %
Cemetery :- Income	29,928	41,284	23,000	18,284			179.5 %
Net Expenditure over Income	-9,112	-25,172	2,000	27,172			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
400	<u>Town Hall</u>							
4400	Town Hall Improvements	4,980	2,750	15,000	12,250		12,250	18.3 %
4405	Town Hall Running Expenses	8,678	8,252	10,000	1,748		1,748	82.5 %
	Town Hall :- Expenditure	13,658	11,002	25,000	13,998	0	13,998	44.0 %
1400	Town Hall Hire	11,095	11,995	11,225	770			106.9 %
	Town Hall :- Income	11,095	11,995	11,225	770			106.9 %
	Net Expenditure over Income	2,563	-993	13,775	14,768			
500	<u>General Purposes Miscellaneous</u>							
4005	CCTV	1,305	614	0	-614		-614	0.0 %
	General Purposes Miscellaneous :- Expenditure	1,305	614	0	-614	0	-614	
	Net Expenditure over Income	1,305	614	0	-614			
800	<u>Market</u>							
4800	Outdoor Market expenses	6,600	0	0	0		0	0.0 %
	Market :- Expenditure	6,600	0	0	0	0	0	
1800	Street Market Income	4,872	3,189	0	3,189			0.0 %
1802	Street Market Income - Electri	0	162	0	162			0.0 %
	Market :- Income	4,872	3,351	0	3,351			
	Net Expenditure over Income	1,728	-3,351	0	3,351			
820	<u>Neighbourhood Plan</u>							
4820	Neighbourhood Plan	7,878	8,098	14,470	6,372		6,372	56.0 %
	Neighbourhood Plan :- Expenditure	7,878	8,098	14,470	6,372	0	6,372	56.0 %
1850	Neighbourhood Plan Income	5,050	8,598	0	8,598			0.0 %
	Neighbourhood Plan :- Income	5,050	8,598	0	8,598			
	Net Expenditure over Income	2,828	-500	14,470	14,970			
830	<u>Town Team</u>							
4830	Town Team Expenditure	3,564	0	0	0		0	0.0 %
	Town Team :- Expenditure	3,564	0	0	0	0	0	
1820	Town Team Income	2,898	3,044	0	3,044			0.0 %
1825	Town Team Projects	4,500	0	0	0			0.0 %
	Town Team :- Income	7,398	3,044	0	3,044			
	Net Expenditure over Income	-3,834	-3,044	0	3,044			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
835	Public Rights of Way							
1835	Public Rights of Way	1,450	5,000	0	5,000			0.0 %
	Public Rights of Way :- Income	1,450	5,000	0	5,000			
	Net Expenditure over Income	-1,450	-5,000	0	5,000			
840	Youth Services							
4840	John Tallack Centre Exp	11,846	0	0	0		0	0.0 %
4850	Youth Services	16,603	19,500	19,500	0		0	100.0 %
	Youth Services :- Expenditure	28,449	19,500	19,500	0	0	0	100.0 %
1830	John Tallack Centre Income	5,751	166	0	166			0.0 %
	Youth Services :- Income	5,751	166	0	166			
	Net Expenditure over Income	22,698	19,334	19,500	166			
990	EMR							
9022	EMR - Cemetery Project	0	0	13,000	13,000		13,000	0.0 %
9024	EMR - Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
9026	EMR - Town Hall Improvements	0	0	28,043	28,043		28,043	0.0 %
9028	EMR - Play Area Fund	0	0	4,945	4,945		4,945	0.0 %
9030	EMR - Railway Feasibility	0	3,641	10,000	6,359		6,359	36.4 %
9032	EMR - Car Park Improvements	0	0	6,000	6,000		6,000	0.0 %
9034	EMR - Tech Fund	0	0	2,000	2,000		2,000	0.0 %
9038	EMR - Townscape Heritage	0	0	1,000	1,000		1,000	0.0 %
9040	EMR - Van Fund	0	0	4,521	4,521		4,521	0.0 %
9042	EMR - Cemetery Extension	0	0	3,878	3,878		3,878	0.0 %
9044	EMR - Christmas Lights	0	0	2,500	2,500		2,500	0.0 %
9046	EMR - Community Events	0	0	2,000	2,000		2,000	0.0 %
9048	EMR - Container	0	2,145	2,000	-145		-145	107.3 %
9050	EMR - Public Rights of Way	0	519	1,068	549		549	48.6 %
9052	EMR - Staffing Contingency	0	0	5,000	5,000		5,000	0.0 %
9054	EMR - Mayoralty Fund	0	0	750	750		750	0.0 %
9070	EMR - Market	0	7,401	9,273	1,872		1,872	79.8 %
9078	EMR - Public Toilets	0	0	0	0		0	0.0 %
9080	EMR - J T Centre	0	779	3,926	3,148		3,148	19.8 %
9085	EMR - Town Team	0	1,740	5,784	4,044		4,044	30.1 %
	EMR :- Expenditure	0	16,224	110,688	94,464	0	94,464	14.7 %
	Net Expenditure over Income	0	16,224	110,688	94,464			

Detailed Income & Expenditure by Account 27/04/2018

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
<u>Expenditure Detail</u>							
4000 Advertising	50	0	400	400		400	0.0 %
4005 CCTV	1,305	614	2,000	1,386		1,386	30.7 %
4010 Contingency	2,995	4,546	2,000	-2,546		-2,546	227.3 %
4020 Cullompton Crier	4,168	2,584	3,500	916		916	73.8 %
4030 Councillor Allowances	340	440	600	160		160	73.3 %
4035 General Administration/Other	912	1,928	2,000	72		72	96.4 %
4037 Miscellaneous Expenditure	363	562	500	-62		-62	112.3 %
4045 Sundries	769	747	1,000	253		253	74.7 %
4048 Audit Costs	2,204	2,368	2,500	132		132	94.7 %
4050 Photocopier	1,163	1,407	1,200	-207		-207	117.2 %
4051 Postage	591	754	800	46		46	94.2 %
4052 Stationery	589	942	1,000	58		58	94.2 %
4055 Subscriptions	1,457	1,496	1,500	4		4	99.7 %
4060 Telephone & Broadband	2,563	2,477	2,500	23		23	99.1 %
4065 Professional Fees	1,500	1,500	1,500	0		0	100.0 %
4067 Tec Fund	1,400	0	1,000	1,000		1,000	0.0 %
4068 IT Support	4,671	5,461	6,500	1,039		1,039	84.0 %
4070 Office Equipment	231	533	500	-33		-33	106.5 %
4072 Recycling Bags Expenditure	1,217	1,355	0	-1,355		-1,355	0.0 %
4075 Grants	2,325	2,493	3,000	507		507	83.1 %
4080 Mayor's Charity	323	0	0	0		0	0.0 %
4085 Mayoralty Fund	246	907	1,500	593		593	60.5 %
4090 Payroll Expenses	203,030	196,261	214,000	17,739		17,739	91.7 %
4091 Payroll Additional	0	10,366	0	-10,366		-10,366	0.0 %
4095 Christmas Lights	7,171	6,661	8,000	1,339		1,339	83.3 %
4096 Christmas Lights Event	1,164	3,266	4,025	759		759	81.1 %
4100 Public Works Loan Repayment	17,647	17,647	17,600	-47		-47	100.3 %
4105 St Andrew's Car Park	2,684	1,811	2,000	189		189	90.6 %
4110 St Andrew's Car Park Improv.	0	0	2,000	2,000		2,000	0.0 %
4115 Staff & Councillor Training	2,000	829	2,000	1,171		1,171	41.4 %
4118 Public Rights of Way	382	0	0	0		0	0.0 %
4120 Town Maintenance	5,635	4,974	6,500	1,526		1,526	76.5 %
4122 Grass/Verge Cutting	0	2,561	5,000	2,439		2,439	51.2 %
4125 Play Area Running Expenses	2,274	2,421	3,000	579		579	80.7 %
4126 Play Equipment Fund	0	0	2,500	2,500		2,500	0.0 %
4127 Play Area Projects	0	19,668	22,000	2,332		2,332	89.4 %
4130 Van Lease	1,939	3,325	3,324	-1		-1	100.0 %
4135 Van Running Expenses	3,216	1,721	2,000	279		279	86.0 %
4150 Public Toilets Contribution	3,797	9,354	13,265	3,911		3,911	70.5 %
4160 Community Wellbeing Committee	515	3,125	3,287	162		162	95.1 %

Detailed Income & Expenditure by Account 27/04/2018

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
4165 Community Events	1,137	0	1,000	1,000		1,000	0.0 %
4170 Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
4200 Allotment Expenses	56	299	500	201		201	59.8 %
4300 Cemetery Equipment	860	0	1,000	1,000		1,000	0.0 %
4305 Cemetery Extension	6,780	0	0	0		0	0.0 %
4310 Cemetery Running Expenses	13,176	16,112	15,000	-1,112		-1,112	107.4 %
4320 Cemetery Paths	0	0	9,000	9,000		9,000	0.0 %
4400 Town Hall Improvements	4,980	2,750	15,000	12,250		12,250	18.3 %
4405 Town Hall Running Expenses	8,678	8,252	10,000	1,748		1,748	82.5 %
4800 Outdoor Market expenses	6,600	0	0	0		0	0.0 %
4805 Archive Project Expenditure	747	0	0	0		0	0.0 %
4806 Archive Project Payroll conts	252	0	0	0		0	0.0 %
4820 Neighbourhood Plan	7,878	8,098	14,470	6,372		6,372	56.0 %
4825 Townscape Heritage Sch	0	0	12,500	12,500		12,500	0.0 %
4830 Town Team Expenditure	3,564	0	0	0		0	0.0 %
4840 John Tallack Centre Exp	11,846	0	0	0		0	0.0 %
4850 Youth Services	16,603	19,500	19,500	0		0	100.0 %
4900 Flood Prevention Expense	892	0	0	0		0	0.0 %
9022 EMR - Cemetery Project	0	0	13,000	13,000		13,000	0.0 %
9024 EMR - Community Bus Service	0	0	5,000	5,000		5,000	0.0 %
9026 EMR - Town Hall Improvements	0	0	28,043	28,043		28,043	0.0 %
9028 EMR - Play Area Fund	0	0	4,945	4,945		4,945	0.0 %
9030 EMR - Railway Feasibility	0	3,641	10,000	6,359		6,359	36.4 %
9032 EMR - Car Park Improvements	0	0	6,000	6,000		6,000	0.0 %
9034 EMR - Tech Fund	0	0	2,000	2,000		2,000	0.0 %
9038 EMR - Townscape Heritage	0	0	1,000	1,000		1,000	0.0 %
9040 EMR - Van Fund	0	0	4,521	4,521		4,521	0.0 %
9042 EMR - Cemetery Extension	0	0	3,878	3,878		3,878	0.0 %
9044 EMR - Christmas Lights	0	0	2,500	2,500		2,500	0.0 %
9046 EMR - Community Events	0	0	2,000	2,000		2,000	0.0 %
9048 EMR - Container	0	2,145	2,000	-145		-145	107.2 %
9050 EMR - Public Rights of Way	0	519	1,068	549		549	48.6 %
9052 EMR - Staffing Contingency	0	0	5,000	5,000		5,000	0.0 %
9054 EMR - Mayoralty Fund	0	0	750	750		750	0.0 %
9070 EMR - Market	0	7,401	9,273	1,872		1,872	79.8 %
9078 EMR - Public Toilets	0	0	0	0		0	0.0 %
9080 EMR - J T Centre	0	779	3,926	3,148		3,148	19.8 %
9085 EMR - Town Team	0	1,740	5,784	4,044		4,044	30.1 %
Total OverHead	366,883	388,335	559,659	171,324	0	171,324	69.4 %

Income Detail

Detailed Income & Expenditure by Account 27/04/2018

Month No : 12

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% of Budget
1000 Crier Advertising	1,275	235	500	-265			47.0 %
1005 Hanging Baskets	1,240	483	500	-18			96.5 %
1010 Interest Received	1,902	2,100	1,500	600			140.0 %
1020 Miscellaneous Income	983	1,019	500	519			203.7 %
1025 Photocopying Income	70	31	75	-44			40.9 %
1030 Precept	298,178	313,758	313,757	0			100.0 %
1035 Council Tax Support Grant	6,395	5,342	5,343	0			100.0 %
1040 Recycling Bags	1,885	1,511	0	1,511			0.0 %
1045 Staff Charge Back	1,235	877	500	377			175.3 %
1050 Community Event Income	509	1,797	500	1,297			359.5 %
1051 Christmas Lights event	269	4,025	0	4,025			0.0 %
1055 Town Maintenance Income	29,026	15,581	29,200	-13,619			53.4 %
1200 Allotment Rents - Top Field	380	410	350	60			117.1 %
1205 Allotment Rents - Haymans	102	82	150	-68			54.7 %
1300 Burial Fees	28,290	41,274	23,000	18,274			179.5 %
1305 Cemetery Income, other	1,638	10	0	10			0.0 %
1400 Town Hall Hire	11,095	11,995	11,225	770			106.9 %
1800 Street Market Income	4,872	3,189	0	3,189			0.0 %
1802 Street Market Income - Electri	0	162	0	162			0.0 %
1805 Archive Project Income	1,000	0	0	0			0.0 %
1820 Town Team Income	2,898	3,044	0	3,044			0.0 %
1825 Town Team Projects	4,500	0	0	0			0.0 %
1830 John Tallack Centre Income	5,751	166	0	166			0.0 %
1835 Public Rights of Way	1,450	5,000	0	5,000			0.0 %
1845 Project Grants	0	22,000	0	22,000			0.0 %
1850 Neighbourhood Plan Income	5,050	8,598	0	8,598			0.0 %
1900 Flood Prevention Scheme	2,000	0	0	0			0.0 %
Total Income	411,993	442,689	387,100	55,589			114.4 %
Total Expenditure	366,883	388,335	559,659	171,324	0	171,324	69.4 %
Total Income	411,993	442,689	387,100	55,589			114.4 %
Net Expenditure over Income	-45,110	-54,354	172,559	226,913			

CULLOMPTON TOWN COUNCIL

REPORT TO: Policy, Finance and Personnel Committee:

PREPARED BY: Town Clerk

DATE: May 2018

RE: Mobile telephones

CURRENT SITUATION:

The Council has four outside workers who are required to report into the Town Council office every two hours.

Admin staff occasionally have need of a mobile phone e.g. site visits, particularly when accompanying members of the youth council.

Three members of the Outdoor Team use their own mobile phones to report in, the Maintenance Supervisor receives £13 per month towards the cost of the contract for his phone as he is in regular contact with the Admin staff during his working day e.g, to report fly tipping or obtain information about a particular matter. He also uses it occasionally to take photographs e.g. fly tipping, while he is out and about.

The fourth member of the team has a SIM only contract with O2, current cost £

BUSINESS CONTRACT PHONES

Staff have found that O2 has the best coverage in the local area. They are sometimes required to go to quite remote rural areas for example to repair a stile on a Public Footpath and need to be able to get a phone signal if necessary.

Giff-Gaff – Private customers only, no facility for business phone lines.

Phone	24 month contract	Buy phone plus monthly contract		
LG K4 2017	£10 up front £15.79 per month (24 month contract)	£77 to purchase phone £13 per month	500MB Unlimited texts 500 MInutes	O2
SIM Only	£11.50		500MB Unlimited texts 500 MInutes	O2
Samsung Galaxy J5 2017	£22 per month for 5 phones (£110): Special deal for 5 phones		500MB Unlimited texts 500 MInutes	Car Phone Warehouse (O2)

APPENDIX D

Report to: Policy, Finance and Personnel Committee

Date: May 2018

Re: Review of information available on the Town Council's website

LOCAL GOVERNMENT TRANSPARENCY CODE

The Code requires the publication of specified categories of data under the headings below. It also provides substantial detail about how the data should be presented, and what matters should be included under each heading.

The following data must be published quarterly, a maximum of one month after the quarter to which it relates:

- Individual items of expenditure exceeding £500;
- Information on invitations to tender, every contract, framework agreement, commissioned activity and purchase order, with a value of over £5,000;
- Details of every transaction on a Government Procurement Card used by the authority.

The following data must be published annually:

- Data on the land and buildings assets held by the authority;
- Grants to voluntary, community and social enterprise organisations;
- The authority's organisation chart, covering the top three levels in the organisation, including salary bands; (only application for those with salaries over £50k)
- Details of trade union facility time: number of representatives and spending upon them;
- The number of controlled parking spaces within their area;
- Data on the value of the authority's social housing stock;
- Data on senior salaries above £50k
- The pay multiple for salaries above £50k
- The authority's constitution;
- Details of counter-fraud work;
- Details of waste contracts (this need only be published once);
- Data on parking revenues.



**MODEL STANDING
ORDERS 2018
(ENGLAND)**

**National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD**

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

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.

DRAFT

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 Only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting and each amendment shall be voted on separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m 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.
- n 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.
- o 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.
- p A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- q 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 () 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** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- 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 15 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 3 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 use a microphone if there is one available.
- 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 *unless moved and seconded and approved by a majority of those present and voting, then a paper vote can be taken.* 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.
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- x A meeting shall not exceed a period of 2 hours without a resolution of the Council.

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 () 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. The Chairman must be a member of the Council;
 - 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, unless otherwise delegated to a standing committee, 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. Appointment of members to existing committees;
 - v. Appointment of any new committees in accordance with standing order 4;
 - vi. Review and adoption of appropriate standing orders and financial regulations;
 - vii. Review of representation on or work with external bodies and arrangements for reporting back;
 - viii. 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;
 - ix. Review of inventory of land and other assets including buildings
 - x. 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 (5) days of having been requested to do so by (two-thirds) members of the committee [or the sub-committee], any (3) 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 (5) 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 relates to an item on the agenda and the mover has given written notice of its wording to the Proper

Officer at least (5) 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.

12a

If due to a short deadline, the Council has insufficient time to discuss a consultation document thoroughly then a response will be drafted by the Town Clerk, Town Mayor and the Chairman of the relevant committee and circulated, via email, to all Councillors for comment.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

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

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a

complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Policy, Finance and Personnel Committee.

- 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 either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, 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 () 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;
- 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. manage access to information about the Council via the publication scheme; and

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich 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 1 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 in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Policy, Finance and Personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of Policy, Finance and Personnel committee] of absence occasioned by illness or other reason.
- c The chairman of the Policy, Finance and Personnel committee or in his absence, the Town Mayor or Deputy Town Mayor shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution of the Policy, Finance and Personnel committee.

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

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall 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.

[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.]

The above is applicable to a Council without a common seal.

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

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

councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Whilst it is reasonable for a council member to inspect council land or property, no member shall issue orders, instructions or directions to members of staff and that matters requiring attention should be referred to the Proper Officer in the first instance.

It should be noted that inspections of council land and property should be carried out during normal working hours and, if access to secure premises is required, an appointment should be made.

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