



Thursday 12<sup>th</sup> June 2025

**To: The Members of Whitwick Parish Council**

(Chair Sue Colledge, Cllr Audrey Barker, Cllr Tony Barker, Cllr Amanda Briers, Cllr Phil Casson, Cllr Tony Gillard, Cllr Peter Moulton, Cllr Andy Roach, Cllr Ray Woodward, Cllr Michael Wyatt)

Dear Councillors,

**NOTICE OF COUNCIL MEETING**  
**WHITWICK PARISH COUNCIL**

I hereby give notice that the next full council meeting of Whitwick Parish Council will be held at:

**Whitwick Park Hall, Whitwick Park, North Street, Whitwick, Coalville,**  
**Leicestershire LE67 5HB on**

**Thursday 19<sup>th</sup> June 2025 at 7.00pm**

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the meeting as set out below.

**The public and press are invited to attend meetings of the Parish Council.**

In accordance with The Openness of Local Government Bodies Regulations 2014 the meeting may be recorded by any form of audio, visual or electronic means.

**To view the full agenda, please visit [www.whitwickpc.org](http://www.whitwickpc.org) or contact our office team for a copy on 01530 459527 or email [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk).**

Sharon Kaye  
Parish Clerk

*Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT*  
Phone: 01530 459527 Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

## **AGENDA**

### **1. APOLOGIES**

To receive and approve apologies for absence.

### **2. DECLARATIONS OF INTEREST**

To receive any declarations of interest in regard to any agenda items.

### **3. COMMUNITY POLICING**

**APPENDIX A**

Attendance at meeting by local PCSO or to receive and note any current report, if available  
Dates of future beat surgeries to be provided.

### **4. COUNTY COUNCILLOR REPORT**

To receive a report from the County Councillor, if any.  
No report received.

### **5. DISTRICT COUNCILLOR'S REPORT**

To receive reports from District Councillors, if any.  
No reports received.

### **6. PUBLIC PARTICIPATION SESSION**

To receive representation and questions from the public in respect of items of business on the agenda.

### **7. GRANT APPLICATIONS MADE BY WHITWICK PARISH COUNCIL**

**APPENDIX B**

To receive and note the Parish Clerk's report on any grant applications made.

### **8. MINUTES**

To approve and sign the minutes of the Council meetings, held on:

Thursday 21<sup>st</sup> November 2024

Thursday 20<sup>th</sup> March 2025

Thursday 15<sup>th</sup> May 2025 Annual Council

**APPENDIX C**

(to be tabled if available)

(to be tabled if available)

### **9. PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE MINUTES**

**APPENDIX D**

To receive and note the signed minutes of the PMGP Committee meeting held on:  
Thursday 13<sup>th</sup> March 2025.

### **10. STAFFING COMMITTEE MINUTES**

**APPENDIX E**

To receive and note the signed minutes of the PMGP Committee meeting held on:  
Thursday 30<sup>th</sup> January 2025

### **11. ANNUAL PARISH MEETING MINUTES**

To receive and note the unapproved Annual Parish Meeting Minutes,  
to be approved at the 2026 Annual Parish Meeting.

(to be tabled if available)

### **12. FINANCE – BANK BALANCES**

To receive and note the latest bank balances:

Unity current account:

£236,471.56 on 31<sup>st</sup> May

£248,979.97 on 30<sup>th</sup> April,

£95,541.52 on 31<sup>st</sup> March 2025

First precept payment of £165,962.50 received on 23/04/25.

Unity instant access savings account:

£13,018.50 on 31<sup>st</sup> May, 30<sup>th</sup> April and 31<sup>st</sup> March 2025.

CCLA Public Sector Deposit Fund  
£225,000.00 on 31<sup>st</sup> May, 30<sup>th</sup> April and 31<sup>st</sup> March 2025.

### **13. FINANCE – INCOME & EXPENDITURE**

To receive and note the income and expenditure reports.

April 2025 Payments

April 2025 Receipts

May 2025 Payments

May 2025 Receipts

**APPENDIX F**

**APPENDIX G**

**APPENDIX H**

**APPENDIX I**

### **14. FINANCE – PAYMENTS**

To receive and approve payments to be made for June 2025.

(to be tabled)

### **15. COMMUNITY EVENTS – WOODSTOCK IN WHITWICK SUMMER EVENT**

To note the date for the summer music event this year is Saturday 16<sup>th</sup> August 2025 being held at the Man Within Compass pub (Rag and Mop).

### **16. COMMUNITY EVENTS – SCARECROW FESTIVAL 2025**

To receive an update from the Parish Clerk.

### **17. COMMUNITY EVENTS - VJ DAY 80<sup>th</sup> ANNIVERSARY FRIDAY 15<sup>th</sup> AUGUST 2025**

To discuss any proposed memorial event.

### **18. COMMUNITY EVENTS – COMMUNITY SUPPORT COFFEE MORNING**

To approve a staff proposal to hold a monthly FREE Coffee and Cake morning at Whitwick Park Hall.

### **19. COMMUNITY PROJECTS - Vehicle Activated Signs (VAS)**

a) To note production of data issues from the new smiley VAS cameras.

Data from the last location has been circulated and published at <https://whitwickpc.org.uk/news/>

b) To approve the installation of solar panels to the smiley face VAS cameras.

**APPENDIX J**

### **20. CASUAL VACANCY FOR PARISH COUNCILLOR**

To note the Parish Councillor vacancy has been re-advertised, and the closing date for has been set at 15<sup>th</sup> July 2025. Candidates will be invited to the 17<sup>th</sup> July 2025 Council meeting.

### **21. STAFF VACANCY FOR PART TIME JOB SHARE CARETAKER**

To note the previous candidate has left and the vacancy has been re-advertised.

Closing date for applicants is 15<sup>th</sup> July 2025.

### **22. STANDING ORDERS REVIEW**

To review and approve the new model Standing Orders.

to be adopted for the Parish Council.

NALC Model Standing Orders, updated 31<sup>st</sup> March 2025

Whitwick Parish Council Existing Standing Orders 19<sup>th</sup> May 2022

**APPENDIX K**

**APPENDIX L**

### **23. FINANCIAL REGULATIONS REVIEW**

To review and approve the new model Financial Regulations.

to be adopted for the Parish Council.

NALC Model Financial Regulations, updated 5<sup>th</sup> March 2025

Whitwick Parish Council Existing Financial Regulations 19<sup>th</sup> May 2022

**APPENDIX M**

**APPENDIX N**

### **24. DATE OF NEXT MEETING**

Thursday 17<sup>th</sup> July 2025 7pm Council Meeting

Thursday 18<sup>th</sup> September 2025 7pm Council Meeting

## **25. FUTURE AGENDA ITEMS**

To note that all future agenda items should be raised with the Parish Clerk for consideration.

**N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.**

Standing Order 5.8 states: Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

# MEET THE TEAM



**WITH PCSO EMMA RAMSAY**



THE NEXT POLICE BEAT SURGERY DATES FOR WHITWICK WILL BE HELD AT WHITWICK PARK HALL. PLEASE TAKE THIS OPPORTUNITY TO COME AND MEET YOUR LOCAL PCSO AND RAISE ANY CONCERNS YOU MAY HAVE.

YOU CAN ALSO FIND OUT WHAT THE LOCAL SAFER NEIGHBOURHOOD TEAM ARE DOING TO TACKLE THE ISSUES THAT MATTER TO YOU IN OUR AREA.

**MONDAY 23<sup>RD</sup> JUNE**  
**THURSDAY 7<sup>TH</sup> AUGUST**  
**MONDAY 22<sup>ND</sup> SEPTEMBER**  
**SATURDAY 18<sup>TH</sup> OCTOBER**

**6PM–7PM**

WHITWICK PARK HALL,  
NORTH STREET,  
WHITWICK,  
LE67 5HB.

VISIT US FOR MORE INFORMATION AT [WWW.WHITWICKPC.ORG.UK](http://WWW.WHITWICKPC.ORG.UK) OR  
FOLLOW US ON FACEBOOK



## APPENDIX B

Community Office, 3A Market Place, Whitwick, Coalville, Leicestershire LE67 5DT

Tel: 01530 459527 Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

Email: [clerk@whitwickparishcouncil.gov.uk](mailto:clerk@whitwickparishcouncil.gov.uk) Parish Clerk: Sharon Kaye

### **Parish Clerk Report: Grants Applied For**

Author: Sharon Kaye, Parish Clerk

Report Date: 12/6/25

#### **CityFibre Community Fund (CFCF)**

Scheme Details: Funding of up to £1,500 is available for not-for-profit organisations tackling digital exclusion. Eligible applicants can apply for funding for projects that aim to bridge the digital divide, drive technological innovation, and respond to community-specific needs regarding digital access.

**Outcome: Unsuccessful, reason unknown.**

#### **Love Your Neighbourhood Community Grant, North West Leicestershire District Council**

Scheme Details: Free litter picking equipment and funding of £100 available for communities to come together again to 'Love Your Neighbourhoods' between 30 June – 6 July 2025 and take the opportunity to make impactful environmental improvements to the neighbourhoods where you live. We hope the event will help communities build greener, safer, healthier, more inclusive neighbourhoods.

**Outcome: Unsuccessful. This is because the planting and work is not taking place during the Week of Action, so does not meet the criteria.**

#### **Zero Carbon Grant, North West Leicestershire District Council**

[Zero Carbon Grant - North West Leicestershire District Council](#)

Kindly recommended by Dawn Deacon, the new Community Focus Support Officer overseeing grant schemes, who replaced Jessica Lloyd-Davies.

Scheme Details: Apply for up to £1000 towards the work on our Whitwick's Bloomin' Marvellous planter scheme project, via their Zero Carbon Grant. This is a 'green grant' which is open to Parish Councils. It requires match funding, which we have already committed the funds towards at our March meeting. The application must be done and approved prior to any work taking place.

**Outcome:** Application in progress.

#### **UKSPF Community Grant Scheme 2025 – 2026, North West Leicestershire District Council**

[https://www.nwleics.gov.uk/pages/ukspf\\_communitygrant](https://www.nwleics.gov.uk/pages/ukspf_communitygrant)

Scheme Details: We are looking for projects that deliver one or more of the following:

Increase the number of visitors to a high street, park, community building or leisure facility, either by improving existing buildings/facilities/places or creating something new

Create new or support the expansion of existing events or activities where these relate to Film, TV Music and Radio, Local Heritage, Arts, Museums and Libraries, Volunteering, Tourism or Social Action

Support local sports tournaments, leagues or teams (where this relates to the regeneration, creation or maintenance of sports facilities)

Provide opportunities for volunteering

Reduce the instances of Neighbourhood crime

**Outcome:** Application to do (quotes needed).



Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

N.B All Minutes are deemed as draft until formally approved and signed

**MINUTES of the MEETING OF WHITWICK PARISH COUNCIL held on Thursday  
21<sup>st</sup> November 2024 at 7.00 pm in Park Hall, Whitwick Park, North Street,  
Whitwick, Coalville, Leicestershire LE67 5DT**

Present: Councillor S Colledge (Chair)

Cllr R Woodward, Cllr P Moulton, Cllr A Roach, Cllr A Briers, Cllr M Wyatt.

In Attendance:  
Sharon Kaye, Parish Manager

Members of public present: 2  
Meeting start time: 7:01pm

		ACTION
<b>1.</b>	<b>3736 APOLOGIES FOR ABSENCE</b>	
	It was <b>RESOLVED</b> to accept and approve apologies from Cllr P Casson, Cllr T Gillard, Cllr A Barker Cllr L Collins and Cllr A Briers.	
<b>2.</b>	<b>3737 DECLARATIONS OF INTEREST</b>	
	Cllr M Wyatt declared an interest in any item relating to being a District Councillor.	
	Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods a registerable interest as a member of Whitwick Historical Group and a registerable interest in the Quarry Liaison Group.	
	Cllr Moulton declared a registerable interest in Whitwick Historical Group as Link Councillor and a member, a registerable interest in Whitwick Bowls Club as a Link Councillor and a member, a registerable interest in Thornborough Road Allotment Society as a Link Councillor, a registerable interest in Walkers Flats Allotments as a Link Councillor, a registerable interest in Whitwick Action Group as a member and all matters relating to North West Leicestershire District Council as a ward member for the Thornborough Ward.	
	Cllr Colledge declared a registerable interest in all matters connected to Whitwick Historical Group as a member, a registerable interest in Whitwick Royal British Legion as a member (and Ashby), a registerable interest in Whitwick Action Group as a member on any matters relating to planning, a pecuniary interest and registerable interest as a member of Woodstock in Whitwick Committee, a potential pecuniary interest as an immediate neighbour of the old Hermitage Leisure Centre site, a	



	registerable interest as a point of contact for Meadow Barn View and a registrable interest as a supporter of Coalville C.A.N.	
	Cllr Roach had nothing to declare.	
<b>3.</b>	<b>3738 COMMUNITY POLICING – APPENDIX A</b>	
	<p>PSCO Emma couldn't attend this evening, and no report sent through.</p> <p>Meet the surgery beat team dates were read out to all members.</p> <p>They will be available on Bardonia Hill Beat Team on Leicestershire Police website and Facebook along with Whitwick Parish Council website and Facebook for the public to attend with any issues or concerns they would like to be raised.</p> <p>Cllr P Moulton mentioned school parking patrols. St John the Baptist has been patrolled, can we request the other two schools be done.</p>	
<b>4.</b>	<b>3739 PUBLIC PARTICIPATION SESSION</b>	
	<p>Member of public spoke regarding a further consultation on local plan.</p> <p>Asked if the parish council were aware of another consultation date.</p> <p>Cllr P Moulton stated there should be another consultation in the New Year. There is a local plan briefing for councillors only on 5<sup>th</sup> December. Members will know a lot more of the intentions after this.</p> <p>Cllr M Wyatt stated there is a local plan meeting in December 2024.</p> <p>Cllr P Moulton advised the member of the public to contact NWLDC regarding the difficulties people are having with responding to local consultation and accessing the forms/information.</p>	
<b>5.</b>	<b>3740 GUEST INTRODUCTION – NWLDC COMMUNITY FOCUS OFFICER (Northern Parishes)</b>	
	<p>Welcome to Gillian Squires –</p> <p>She gave a brief description of what her job entails and what she covers.</p> <p>Role – supporting parish councils and community groups especially if an issue covers 3 or 4 different departments / teams within the District Council.</p>	
<b>6.</b>	<b>3741 MINUTES – APPENDIX B 1-6</b>	
	<p>Thursday 18<sup>th</sup> April 2024 – Appendix B-1</p> <p>Thursday 16<sup>th</sup> May 2024 Annual Council – Appendix B-2</p> <p>Thursday 20<sup>th</sup> June 2024 – Appendix B-3 amended</p> <p>Cllr Gillard did not give apologies for this meeting. Cllr A Briers sent apology by phone, minutes have been amended to reflect this.</p> <p>Thursday 18<sup>th</sup> July 2024 – Appendix B-4</p> <p>Thursday 31<sup>st</sup> July 2024 – Appendix B-5</p> <p><b>RESOLVED:</b> all above minutes accepted on block. Proposed Cllr S Colledge, Seconded Cllr R Woodward. <b>MOVED.</b></p> <p>Thursday 19<sup>th</sup> September 2024 – Appendix B-6, if available.</p> <p><b>RESOLVED:</b> Cllr S Colledge proposed to defer to next meeting. Seconded Cllr A Barker. <b>MOVED.</b></p>	
<b>7.</b>	<b>3742 PMGP MINUTES – APPENDIX C-1</b>	
	<b>RESOLVED:</b> Thursday 5 <sup>th</sup> PMGP September 2024 minutes. <b>To note only. NOTED.</b>	
<b>8.</b>	<b>3743 STAFFING COMMITTEE MINUTES</b>	
	<p>11<sup>th</sup> March 2024 – Appendix D-1</p> <p>18<sup>th</sup> April 2024 – Appendix D-2</p> <p>5<sup>th</sup> September 2024 – Appendix D-3</p> <p><b>To note only. NOTED</b></p>	



	<b>Members to note these were unsigned minutes but were all signed on 13<sup>th</sup> Sept 2024. We had one amendment to 18<sup>th</sup> April 2024 which has now been accepted and signed.</b>	
<b>9.</b>	<b>3744 FINANCE</b>	
	<p>a) <b>Bank Balances – to note only.</b>  Members to note the latest bank balances as at 31<sup>st</sup> October 2024:  Unity current account £228,625.76  Unity Deposit account £12,580.98  CCLA Public Sector Deposit Fund £225,000.00.</p> <p>b) <b>Income &amp; Expenditure</b>  i) Details of income received up to 31<sup>st</sup> October 2024 (to be tabled)  ii) Details of payments made up to 31<sup>st</sup> October 2024 (to be tabled)  iii) Details of wages paid up to 31<sup>st</sup> October 2024 (to be tabled)  iv) Members to receive and approve payments to be made for November.</p> <p>To note: most payments and receipts have now been entered into our new scribe accounts system.</p> <p>Cllr P Moulton issued thanks to staff for getting up to date with minutes and finance.</p>	
<b>10.</b>	<b>3745 PLANNING AND LICENSING MATTERS</b>	
	<p><b>Licensing applications and decisions</b></p> <p>i) Three Horseshoes, 11 Leicester Road. Pavement Café Renewal. Representations by 15/11/24.</p> <p><b>Planning applications</b></p> <p>i) 13/11/2024 Planning Application Consultation ref 24/01403/CLP – FOR INFORMATION ONLY  Proposal: Certificate of Lawful Proposed Use for the conversion of an existing hair salon to a coffee shop  Location: 17 Silver Street Whitwick Coalville Leicestershire</p> <p>ii) 6/11/2024 Planning Application Consultation ref 24/01344/FUL  Proposal: Erection of a first-floor rear extension.  Location: 7 Green Lane Whitwick Coalville Leicestershire.  Deadline: 27/11/2024.</p> <p>iii) 31/10/2024 Planning Application Consultation ref 24/01226/FUL  Proposal: Change of use from a public house (Sui Generis) to a dance studio (Class E(d))  Location: 70 - 72 North Street Whitwick Coalville Leicestershire  Deadline: 21/11/2024.</p> <p>iv) 30/10/2024 Planning Application Consultation ref. 24/01370/CLP – FOR INFORMATION ONLY  Proposal: Certificate of Lawful Proposed Use for the digging of a trench and laying of services to serve approved drive-thru unit (Planning Approval 21/01710/FUL)  Location: Land At KFC Restaurant Thornborough Road Coalville Leicestershire</p>	

	<p>v) 21/10/2024 Planning Application Consultation ref 24/01305/FUL Proposal: Erection of single storey rear extension and demolition of existing detached garage Location: 12 Rosemary Crescent Whitwick Coalville Leicestershire Deadline: 11/11/2024. Extension requested 11/11/2024. Approved 13/11/2024.</p> <p>vi) 16/10/2024 Planning Application Consultation ref 24/01285/FUL Proposal: Erection of a two-storey side/rear extension, a single-storey rear extension and insertion of a first-floor window within the north-eastern (side) elevation of the main dwellinghouse Location: 10A Stinson Way Whitwick Coalville Leicestershire Deadline: 6/11/2024. Extension requested 11/11/2024. Accepted 12/11/2024.</p> <p>vii) 15/10/2024 Planning Application Consultation ref 24/01280/FUL Proposal: Erection of a two-storey and single-storey rear extension and insertion of a first-floor window within the eastern (side) elevation of the main dwellinghouse (Amended Scheme to Planning Permission 24/00733/FUL - the design of the roof on the two-storey rear extension has been changed to a pitched roof) Location: 57 Talbot Street Whitwick Coalville Leicestershire Deadline: 5/11/2024. Extension requested 11/11/2024. Accepted 12/11/2024.</p> <p>viii) 8/10/2024 Planning Application Consultation ref 24/01247/FUL Proposal: Erection of a detached garage Location: 133 Loughborough Road Whitwick Coalville Leicestershire Deadline: 29/10/2024. Extension requested 11/11/2024. Decision: Permitted 14/11/2024</p> <p>ix) 4/10/2024 Planning Application Consultation ref 24/01140/VCI Proposal: Amendments to condition 2 of planning permission 22/00451/FUL which was for the erection of one no. two-storey dwelling and associated highway works to change the fenestration details including removal of one side window and amendments to the size and appearance of windows/doors, removal of string course detailing Location: 67 Church Lane Whitwick Coalville Leicestershire Deadline: 25/10/2024. Extension requested 11/11/2024. Decision: Permitted 13/11/2024</p> <p>x) 25/9/2024 Planning Application Consultation ref 24/01111/FUL Proposal: Erection of a single-storey side/rear extension Location: 190 Thornborough Road Coalville Leicestershire LE67 3TJ Deadline: 16/10/2024. Extension requested 11/11/2024. Decision: Permitted 12/11/2024</p> <p>xi) 20/9/2024 Planning Application Consultation ref 24/01202/TPO Proposal: Fell 1no. Sycamore tree (Protected by Tree Preservation Order 83) Location: 56 Coverdale Whitwick Coalville Leicestershire</p>	
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	<p>Deadline: 11/10/2024. Extension requested 11/11/2024. Decision: Permitted 12/11/2024</p> <p>xii) Members to note there was a Planning Committee meeting on 12/11/24 to review application reference 23/01277/OUTM 137-139 Church Lane. <b>Cllr P Moulton moved to have this deferred until proper traffic control had been completed by Highways. They last took the traffic report in easter holidays, so not a true reflection of the traffic on that road.</b></p> <p><b>Planning decisions</b></p> <p>xiii) 9/8/24 Planning Application Consultation ref 24/00984/FUL Proposal: Erection of single storey rear extension Location: 40 Hogarth Road Whitwick Coalville Leicestershire Council Response: No objection. Permitted 17/10/24.</p> <p>xiv) 7/7/2023 Planning Application Consultation ref 23/00763/FUL Proposal: Demolition of the existing dwelling and erection of two dwellings with associated infrastructure Location: 146 Hermitage Road Whitwick Coalville Leicestershire Reconsultation issued 25/4/24 Council response: No objection Permitted: 17/10/24</p> <p>To note the following decisions are covered in the planning applications in item 10b applications above:</p> <p>xv) 20/9/2024 Planning Application Consultation ref 24/01202/TPO Permitted 12/11/2024</p> <p>xvi) 25/9/2024 Planning Application Consultation ref 24/01111/FUL Permitted 12/11/2024</p> <p>xvii) 4/10/2024 Planning Application Consultation ref 24/01140/VCI Permitted 13/11/2024</p> <p>xviii) 8/10/2024 Planning Application Consultation ref 24/01247/FUL Permitted 14/11/2024</p>	
<b>11.</b>	<b>3746 CASUAL VACANCY FOR A NEW COUNCILLOR</b>	
	<p>Advertised vacancy with expiry of 13<sup>th</sup> November 2024. One application put through the office door. Spoke to democratic services, we can accept the application. <b>RESOLVED: Cllr R Woodward moved to accept the application. Seconded Cllr P Moulton. All voted.</b> Cllr Audrey Barker welcomed as new casual councillor. Parish clerk will inform democratic services and get all relevant forms completed.</p>	
<b>12.</b>	<b>3747 LRALC AGM</b>	
	<p>Sat 5<sup>th</sup> Oct 2024 - Cllr P Moulton attended.</p> <p>Topics LRALC want to promote:</p> <ul style="list-style-type: none"> <li>• Community engagement</li> <li>• Carbon zero</li> <li>• Capital projects – community buildings</li> <li>• Gov.uk domains</li> <li>• Precepts and budgets</li> </ul>	

<b>13.</b>	<b>3748 SLCC NATIONAL CONFERENCE</b>	
	Parish clerk couldn't attend due to family commitments. Tried to attend virtually but couldn't join the 'break out group sessions'	
<b>14.</b>	<b>3749 JOHN ALBERT GEE DEDICATION</b>	
	John Albert Gee was the youngest victim of the Whitwick mining disaster. There is currently no marker for his grave. Cllr S Colledge and her father spoke to diocese and got permission to put a marker on his grave (a wooden cross has now been installed) Cllr S Colledge is proposing to get a fund together to get him a gravestone, in keeping with what the other victims of the disaster have got.	
<b>15.</b>	<b>3750 NWLDC STAFFING UPDATES</b>	
	Parish clerk detailed individuals from NWLDC that are changing departments / leaving their positions as information only for the members to note. Cllr S Colledge has sent card and flowers on behalf of the Parish Council to Elizabeth after 20 years' service. Cllr P Moulton requested the same be done for Mike Murphys retirement. Agreed.	
<b>16.</b>	<b>3751 ST JOHN BAPTIST DIARY SCHOOL DATES</b>	
	Carols for Cancer – Thursday 19 <sup>th</sup> December 2024 9am-2.55pm May Fair – Friday 23 <sup>rd</sup> May 2025 1.30pm-3pm Open Day 70 <sup>th</sup> anniversary – Sat 14 <sup>th</sup> June 2025 10am-2pm Sports Day week – Monday 16 <sup>th</sup> June 2025  To liaise with grounds maintenance to ensure the field is cut and marked out.	
<b>17.</b>	<b>3752 DEFIB TRAINING</b>	
	<b>British Heart Foundation –</b> Offering exclusive deal for local councils for defib packages. Cllr S Colledge proposed that we get CPR training sessions arranged at Park Hall for all councillors, staff and members of the public to attend.	
<b>18.</b>	<b>3753 GOV.UK DOMAIN</b>	
	Parish clerk has attended training. Two domains – one for website and one for emails. Need to use a nominated registrar to register the domain in WPC name. Parish clerk to go through the list of nominated registrars for cost. Bring back to full council with costs.	
<b>19.</b>	<b>3754 EVENTS 2024</b>	
	<b>Remembrance Parade 2024 –</b> Great success and very well received. Positive feedback from 4x4 team and members of public. Positive feedback read out from Deputy Left Lieutenant (Bridget) Members thanked Staff, Marshalls, 4x4, Scouts, the band, Ian and all involved with organising. Cllr P Moulton would like to propose for the parade to go back to the old Leisure Centre car park. We should also discuss to have the parade back to the start point. Thank you to Coalville C.A.N and councillors for putting up the Tommy's and poppies on the lampposts.  <b>RESOLVED:</b> to approve the £200 donation to the Leicestershire 4x4 team for their services. First aid, road closures and signs. <b>Cllr S College proposed. Seconded. Carried unanimously.</b>  <b>Cllr M Wyatt left the meeting after this agenda item at 8:06pm</b>	

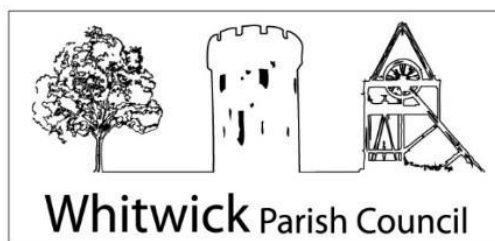
	<p><b>Christmas 2024 –</b>  Lampposts have been stress-tested, all 30 lampposts have passed, and we have received the report.  Spoke to national grid regarding unmetered account for the lampposts. We need commando sockets inside the lampposts, struggling to find an electrician for this.  Spoke to Tony Bull at LCC to see who they are using.  Any parish councils with new installs in the last few years? contact them for advice.</p> <p>Christmas tree plan for outside the community office. Tall, artificial tree with lights.</p> <p>Cllr S Colledge reminded members of the community event organised by Woodstock that is happening on 8<sup>th</sup> Dec 2024 at The Black Horse, Whitwick. Any donations for tombola prizes, selection boxes etc gratefully received.</p>	
<b>20.</b>	<b>3755 COMMUNITY PROJECTS</b>	
	<p><b>VAS –</b>  Few problems. A fault with one camera has been fixed, another camera has had a repair this week too.  Accepted delivery of two new speed cameras with smiley faces.  We need a second camera post on Thornborough Road.  Current proposal – 2 sets of cameras out at the same time in 2 different locations.  Thanks to Cllr T Gillard again for organising the funding.</p>	
<b>21.</b>	<b>3756 BUDGET 2025</b>	
	<p>Parish clerk attended budget meeting at Stenson house this week.  Precept will need to be increased this year.  Purely on staffing cost – national minimum wage and NI increase.  Utilities bills are increasing  Cost of labour for tradesmen.  Insurance have gone up.  Inflationary pressures on all councils.</p> <p>Proposal of a consultation for the parishioners, for what they want to see their parish doing with their 'council tax' element that contributes to WPC.</p>	
<b>22.</b>	<b>3757 LGA CONSULTATION</b>	
	<p>Government consultation for views on allowing remote and hybrid attendance at council meetings.  It will also test views on proxy voting, when people cannot attend remotely (i.e. maternity leave, paternity leave, adoption leave etc)</p> <p>Leave to individual councils to make their own decisions.</p>	
<b>23.</b>	<b>3758 ALLOTMENTS MANAGEMENT AGREEMENTS</b>	
	<p>Parish Clerk and Deputy Clerk have had a meeting with both societies.</p> <p>Parish Clerk made the members aware that one association has had a situation where they have had to investigate a member of their committee as there were some financial irregularities with falsified paperwork.  The committee have raised it with the parish council, it is being dealt with by them, and we are being correctly informed and updated.</p> <p>The parish council have now presented to them both a checklist of documents that they need to submit to us annually. New agreements are going to be standardised and created for signing.</p> <p>Defer until the next meeting, it's just an update at the moment.</p>	

<b>24.</b>	<b>3759 CIVILITY PLEDGE</b>	
	We have completed the registration of WPC. NALC training completed at Whitwick Park Hall. All parish councillors should have access to Skills Gate. Refresher of the civility training for all councillors and staff.	
<b>25.</b>	<b>3760 DRAFT NWLDC PLAN 2020-2040</b>	
	Cllr P Moulton explained: Dec 2024 meeting will be the allocations for the dwellings (how many houses and on what plots of land) Briefing on 5 <sup>th</sup> December 2024. Local plan meeting on 16 <sup>th</sup> /17 <sup>th</sup> December 2024. All details of meetings will be available on the council website.  NWLDC should be planning another public consultation once allocations are done.	
<b>26.</b>	<b>3761 CHAIRS REPORT</b>	
	<b>The public left at this agenda item.</b>  Wonderful remembrance parade and looking forward to Christmas event. Personal thanks to Parish Clerk and Deputy Clerk and to the councillors that have been supporting our staff and council.	
<b>27.</b>	<b>3762 DISTRICT COUNCILLOR REPORT</b>	
	Cllr P Moulton attended a webinar with the minister of housing and local government as chair of the auditing and governance committee regarding the statement of accounts.  Attended a homeless seminar at EMH. We had a rough sleeper on Parish Land. He has now been transferred to accommodation, and he's settled. A thanks to the councillors and staff for highlighting this and with early intervention from us all and the homeless team it has now been resolved.  NWLDC boundary review has been completed and should be coming back soon.	
<b>28.</b>	<b>3763 COUNTY COUNCILLOR REPORT</b>	
	No report received	
<b>29.</b>	<b>3764 PARISH CLERK REPORT</b>	
	Nothing extra to add.  Gillian Squires left the meeting after this agenda item.	
<b>30.</b>	<b>3765 EXCLUSION OF PUBLIC AND PRESS</b>	
	<i>As the following agenda item includes confidential information it is likely to be considered with members of the public excluded from the meeting in accordance with The Public Bodies (Admissions to Meetings) Act 1960 and the Local Government Act 1972 sections 100 and 102 for the reason that the nature of the business of the Parish Council is of a confidential nature.</i>  To approve the exclusion of the public for the next agenda item. <b>Moved by Chair Cllr S Colledge.</b>	
<b>31.</b>	<b>3766 STAFFING</b>	
	<b>a) Local Government Services Pay Agreement</b> NALC - It has been stated that with affect from 1 <sup>st</sup> April 2024 an increase of £1290 pro rata for part time employees will be paid as a consolidated addition for pay points of 2-43 inclusive. It will need to be backdated to April 2024.	

	<p><b>b) Capability</b> Parish Clerk has had contact with employee's son. We have offered an alternative role, and he didn't want to accept.</p> <p><b>c) Toil</b> Still too high, the admin role was filled in Sept, unfortunately the admin assistant's employment has been terminated. Therefore, it is just Parish Clerk and Deputy Clerk now, so workload is higher.</p> <p><b>d) Christmas Meal for Staff</b> Council and staff meal. Councillors will be funding their own. Look into dates for the new year.</p> <p><b>e) Recruitment</b> To look to recruit early January. We have received 87 applications. We have conducted 1 interview; another arranged for next week and then phone screening to continue.</p>	
<b>32.</b>	<b>3767 FUTURE AGENDA ITEMS</b>	
	Any future agenda items to be sent to the Parish Clerk.	
<b>33.</b>	<b>3768 DATE OF NEXT MEETING</b>	
	Thursday 12 <sup>th</sup> Dec 2024 7pm	
	Thursday 16 <sup>th</sup> Jan 2025 7pm	
	The Chair terminated the meeting at 9.15pm	
	FULL SIGNATURE OF CHAIR: ..... DATE: .....	



## APPENDIX D



*All minutes are deemed as draft until formally approved and signed*

**MINUTES of the MEETING of the PROPERTY MANAGEMENT AND GENERAL PURPOSES COMMITTEE held on Thursday 13<sup>th</sup> March 2025 at 7.00pm, at Park Hall, Whitwick Park, North Street, Whitwick, Coalville, Leicestershire LE67 5DB**

Committee Present:

Councillor R Woodward (Chair), Councillor A Barker, Councillor P Moulton, Cllr P Casson, Cllr A Roach

Officer's Present:

Hollie Seager (Deputy Clerk) Sharon Kaye (Parish Clerk)

Public present: 1

**25-090 APOLOGIES**

No apologies.

**25-091 DECLARATIONS OF INTEREST**

Cllr Woodward declared a registerable interest as a Director of Holly Hayes Woods a registerable interest as a member of Whitwick Historical Group and a registerable interest in the Quarry Liaison Group.

Cllr A Barker declared a registerable interest in all matters relating to North West Leicestershire District Council as a District Councillor of the Hermitage Ward, a registerable interest as a Director of Holly Hayes Wood, a member of the Whitwick Historical Group, a registerable interest as a signature on Walker Flat Allotments.

Cllr P Moulton declared a registerable interest in Whitwick Historical Group as a Link Councillor and a member, Whitwick Bowls Club as a Link Councillor and as a member, Thornborough Road Allotment Society as a Link Councillor, Walker Flat Allotment Society as a Link Councillor, Whitwick Action Group as a member, and all matters relating to Northwest Leicestershire District Council as a ward member for Thornborough Ward.

Cllr P Casson had nothing to declare.

Cllr A Roach had nothing to declare.

**25-092 MINUTES**

**RESOLVED:** The minutes of the Property Management & General Purposes Committee on Thursday January 9<sup>th</sup>, 2025, approved as a true and correct record and signed by the Chairman.

**Cllr A Roach proposed. Cllr R Woodward seconded. Moved.**

**25-093 PUBLIC PARTICIPATION SESSION**

No public comments

**25-094 VACANCY FOR NON-COUNCIL MEMBER TO JOIN PMGP**

Advert has been out, no applicants yet. NOTED.

**25-095 CHAIRS REPORT**

Chair reported that he had been to Hilary Crescent to view the encroachment and that he had taken photographs that he presented to the members.

CHAIR SIGNATURE:.....

DATE:.....

### **25-096 JR LANDSCAPING CONTRACT**

Clerk and Deputy Clerk have had a discussion regarding the contract and the costs. They have created a full spreadsheet breakdown of costs against contract / tender. Deputy Clerk and Clerk will now arrange a meeting with the Groundworks contractors to discuss and progress further. Cllr A Barker and Cllr P Moulton (as acting Chair of the council) requested to sit in on the meeting with JR Landscaping when it is arranged.

### **25-097 ENCROACHMENTS OF PARISH LAND – APPENDIX B**

Parish online map presented to the members of the area.  
Pictures taken by Deputy Clerk and Chairman presented to members.

**RESOLVED:** Send a solicitor's letter to the residents of the houses that have encroached on the land and a blanket letter to other residents to inform them of the action we are taking.

**Cllr Roach proposed. Cllr P Moulton seconded. Moved.**

### **25-098 FENCE PANELS – ELMS CLOSE**

2 fence panels down at Elms Close, unsure if the Parish Land includes the fence boundary, however for the small cost of fixing it, Deputy Clerk recommended fixing them.  
Cllr P Moulton suggested to contact Land Registry and if no one has a claim to that boundary, can we apply. Deputy Clerk will action.

**RESOLVED:** Fix the two fence panels that are down. JR Landscaping have agreed to fit the panels with no labour charge.

**Cllr A Barker proposed. Cllr R Woodward seconded. Moved.**

### **25-099 REMEMBRANCE GARDEN SCHEME UPDATE**

Informed members that Deputy Clerk and Clerk attended a meeting with Lush Design on 12<sup>th</sup> March 2025 for initial design. Lush Design will be coming to the full council meeting on 20<sup>th</sup> March 2025 to present to full council. **NOTED.**

### **25-100 PLANTING SCHEMES – APPENDIX D (BROCHURE)**

#### **25-101 NEW PADLOCKS**

'A' padlocks are no longer fit for purpose. We need to buy new padlocks for all the 'A' we currently have. A is ONLY used around Whitwick Park. The padlocks we currently have in the office are not usable as one key does not open all and it is not physically viable to hold many different keys for each lock. Cllr P Moulton suggested to sell off the locks we currently have in the office that cannot be used. Members agreed.

**RESOLVED:** Cllr A Barker approved the spend for new padlocks. Deputy clerk is to forward the padlocks and the cost to all members once ordered.

### **25-102 STAFF SAFETY – OFFICE AND OFFSITE – APPENDIX E & F**

Recommendation from staffing:

- Ring doorbell and Echo Show for the office – the office staff cannot see who is at the door of the office and would like a recording ring doorbell and camera inside so they can monitor this and also record any evidence they need of any behaviour that is not acceptable.
- Deputy Clerk mobile phone – needs a work mobile phone as getting calls from residents on her personal mobile that she has had to use. Contractors also need to be able to contact her when working from home.

**RESOLVED:** Ring doorbell – Cllr A Roach proposed. Cllr P Casson seconded. **MOVED.**

**RESOLVED:** Mobile phone – Cllr R Woodward proposed. Cllr A Roach seconded. **MOVED.**

CHAIR SIGNATURE:.....

DATE:.....

**25-103 GRANTS**

Grants received but not yet used.  
3 x Grit bins from MHF fund via Cllr T Gillard.  
3 approved locations.

**RESOLVED:** Deputy Clerk to order the 3 grit bins for the approved locations (2 x St Bernards Road and 1 x Hall Lane onto George Street)  
Complete application for an additional location (Clarke Close)  
**Cllr A Roach proposed, Cllr A Barker seconded, Moved.**

**25-104 ALLOTMENT AGREEMENTS**

WFAS (Walker Flat Allotments) have sent their requested information to the Parish Office and the Clerk and Deputy Clerk have written the new management agreement, just needs to be signed by both parties.  
TRAS (Thornborough Road Allotments) have a meeting with Cllr P Moulton as link councillor on 22<sup>nd</sup> March 2025. Await further update.

**25-105 BINS – APPENDIX G**

More bins needed on play areas (Holly Hayes and Robinson Road) especially now summer is coming up. These sites only have small dog fouling bins, and they are regularly overflowing. Quote from NWLDC presented. Members agreed they would like GREEN bins as that differentiates between NWLDC and Parish.

**RESOLVED:** Deputy Clerk to get quote on green bins.

**25-106 BRANDING**

Whenever the parish council put something in place (a bench or a flower display etc.) we would like a branded plaque or small sign to state – ‘this item is provided to the village by the Parish Council’

**RESOLVED:** Members agreed. To get quotes for plaques and start displaying them.  
**Cllr A Roach proposed, Cllr A Barker seconded. Moved.**

**25-107 LAND MATTERS UPDATE – King George’s Field**

*N.B. When acting as a charity trustee, it must always put the interest of the charity before the interests of the Parish Council*

To receive and note the Deputy Clerk’s report for items below:

**WHITWICK PARK**

- a) Mural wall repaint – Buber Nebz – awaiting Dan to contact us with quote for re-paint.
- b) New signage – erected, remove from agenda.
- c) New toddler slide – full park review required. Quote for new toddler slide to be obtained. DC to action.
- d) Surfaces – retrieve quotes for new surfacing where they have dilapidated. Cllr A Barker to attend meeting with company.

**BUILDINGS MANAGEMENT UPDATE – All Owned Buildings**

To receive and note the Parish Clerk’s report for items below:

**PARK HALL**

- a) Thermostat position – awaiting engineer to move, should be sometime this month.
- b) Outside sockets – work is booked at the Parish Office and at Park Hall for this month.
- c) Blinds at windows and doors – **APPENDIX H**

CHAIR SIGNATURE:.....

DATE:.....

To position blinds at the windows and French doors of Park Hall, numerous tenants had requested it. **REJECTED** by all members as had already been voted on at full council within the last 6 months.

#### **PAVILION, TOILETS, OUTBUILDINGS AT WHITWICK PARK**

- d) Repairs to Whitwick Park Toilet block –

Deputy Clerk presented the quotes for the toilets.

**RESOLVED:** Deputy Clerk to get a costing for 1 toilet block to be refurbed. 1 quote for anti-vandal, and 1 in standard fit.

#### **COMMUNITY OFFICE**

- e) Outside Sockets – taking place this month.

- f) Toilet light sensor / indoor socket – taking place this month.

#### **OLD RAILWAY STATION**

- g) Boiler update

**RESOLVED:** No longer re-siting the boiler at WHG until the current boiler breaks due to the extra piping, upheaval and cost. All agreed.

#### **25-108 PROJECTS UPDATE**

To receive and note the Parish Manager's report for items below:

- a) Projects in progress/progressing
- b) Future dated projects

Deputy Clerk presented a spreadsheet of current projects in progress and what is lined up for future PMGP projects. She will email to all councillors to view.

The chair declared the meeting closed 8:50pm.

**N.B. THIS IS A COUNCIL MEETING HELD IN PUBLIC AND THERE IS A STATUTORY RIGHT FOR ANYONE TO RECORD IT. Please can everyone read this advice and important information.**

Standing Order 5.8 states: "Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted." The Council asks to be notified prior to the start of the meeting so that councillors and members of the public are aware. Please note the Chairman has the right to ask the recording be stopped if the Chairman reasonably believed that the meeting is being disrupted because of the recording, if the recording is preventing the public participating or is inhibiting community involvement or if the meeting moves into confidential session. If you object to being recorded, please notify the Chairman or Parish Manager. We will endeavour to ensure that your objections are respected. However, we are not able to guarantee this. This is a meeting held in public and there is a statutory right for anyone to record it. Anyone at the meeting may use Twitter, Facebook or similar social media provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

CHAIR SIGNATURE:.....

DATE:.....



## APPENDIX E

*Whitwick Community Office, 3a Market Place, Whitwick, Coalville, LE67 5DT*  
 Phone: 01530 459527 Email: [clerk@whitwickpc.org](mailto:clerk@whitwickpc.org) Website: [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

"All Minutes are deemed as draft until formally approved and signed"

### MINUTES OF MEETING – STAFFING COMMITTEE

held at Whitwick Bowling Pavilion, Whitwick Park, North Street, Whitwick, LE67 5HB on

**Thursday 30<sup>th</sup> January at 12.00pm**

Start time of meeting: 12:06pm

Name of Committee Members/Councillors Present: Cllr P Moulton (Chairman), Cllr A Barker, Cllr A Roach

Name of Officer's Present and Job Title: Hollie Seager, Deputy Clerk

Number of Public Present: None

#### **25-041 APOLOGIES**

No apologies received.

#### **25-042 DECLARATIONS OF INTEREST**

Cllr P Moulton declared interest in all matters related to NWLDC as a district Councillor of Thornborough Ward.

Cllr A Barker declared interest in all matters related to NWLDC as a district Councillor of Hermitage Ward.

Cllr A Roach nothing to declare.

#### **25-043 PUBLIC PARTICIPATION SESSION**

No members of public present.

#### **25-044 MINUTES**

Minutes from 18<sup>th</sup> April 2024 amendment made as previously requested by Cllr A Barker.

Amended minutes approved and signed by Chairman Cllr Moulton.

Minutes from 13<sup>th</sup> Sept 2024 shown to members on laptop and read, as wasn't printed out for the meeting.

This meeting's agenda item discussed was to sign off three sets of previous minutes.

**Proposed: Cllr A Roach. Seconded: Cllr A Barker.**

**RESOLVED Minutes from the Staffing Committee Meeting held on 13<sup>th</sup> Sept 2024 approved as a true record to be signed by the Chair.**

#### **25-045 PARISH CLERK TRAINING**

Members discussed the progression of training for the Parish Clerk as has now been in role for 1 year.

SLCC (Society of Local Council Clerks) stage 1 introductory courses are as follows:

Costs and time:

ILCA (Introduction to Local Council Administration): £120 plus vat, self-paced online (duration and time commitment unknown)

FILCA (Financial Introduction to Local Council Administration): £120 plus vat, self-paced online (duration and time commitment unknown)

PIALC (Principles of Internal Auditing for Local Councils): £120 plus vat, distance and self-learning (do after CILCA) (duration and time commitment unknown)

SLCC Stage 2 entry level qualification:

CILCA (Certificate In Local Council Training) – advised by LRALC not to start until Clerk has been in role for minimum 1 year – study time is 12 months, approx. 200 hours time commitment to complete training and portfolio work.

Costs:

Introduction to CILCA webinar (SLCC) – members £50 + VAT, non-members £75 + VAT

Building your Portfolio course (SLCC) – members £250 + VAT, non-members £300 + VAT

Qualification: £450 (non-vatable) (Fees usually increase annually)

#### **Clerk Proposal:**

Book on for ILCA and then FILCA

Register for CILCA for the Autumn

CILCA is a condition of the Parish Clerk's contract. Members wanted to review the Clerk Contract before any decision was made re CILCA. A decision re CILCA was requested to be revisited at a future Staffing Meeting. A discussion was also required with the Parish Clerk regarding the amount of hours needed for the training and the cost implication to the Parish Council.

**Proposed: Cllr A Barker. Seconded: Cllr A Roach.**

**RESOLVED Members approved for the Parish Clerk to book onto the ILCA and FILCA courses at a cost of £240.00 plus vat.**

#### **25-046 PARISH CLERK APPRAISAL**

An example appraisal form from SLCC (Society of Local Council Clerks) was presented to Members and a copy would also be emailed to Members for their perusal as it was a large document.

Members asked the Deputy Clerk to also send the LRALC appraisal procedure documents as the Parish Council had chosen to adopt the NALC Model Contract and terms through LRALC.

Members noted the appraisal for the Parish Clerk was due in February 2025. Cllr P Moulton as Chairman of the Staffing Committee will facilitate this.

#### **25-047 STAFF SAFETY**

Lone worker policy discussed and presented to members, needs reviewing as was last updated in May 2023. Deputy Clerk to look at.

Safety at the Community Office was discussed. A safety chain on the door was suggested to give an option for unwanted entry. A Ring doorbell was also discussed so that you have a form of intercom system where you can talk to visitors prior to entry. The existing CCTV and camera locations were also discussed.

Vandalism of systems was identified as a potential issue so a protective cage or cover recommended.

Redesigning the interior of the office with a service hatch system was also discussed.

Cloud backup will be additional cost.

A mobile phone for the Deputy Clerk was discussed due to the Deputy Clerk meeting contractors out on site for Property Management & General Purposes Committee tasks, taking photos of land and property issues, rather than giving out her personal mobile number, which had happened in the past. The Council already have a spare sim card. In line with the lone workers policy, we need to ensure employees are safe when carrying out their duties.

**Members REQUESTED** that the Ring doorbell for the Community Office and mobile phone for the Deputy Clerk be put forward as a recommendation to the Property Management & General Purposes Committee on the next agenda.

#### **25-048 EXCLUSION OF THE PUBLIC AND PRESS**

To approve the exclusion of the public for the next agenda item.

**Proposed: Cllr A Barker. Seconded: Cllr A Roach.**

**RESOLVED that public and press be excluded the confidential session agenda items.**

**25-049 EXIT INTERVIEW**

The Deputy Clerk showed the previous admin assistants exit interview on her laptop and read out key points.

**Members NOTED** that there has been lots of progress in terms of personnel, facilities and IT. It has been good to see where we were, review the feedback, and see what has been achieved so far, whilst acknowledging we still have work to do in terms of training, work load for each of the relevant job roles and improving the pension rate, which the employee raised at interview and in the exit interview as being very low for a local authority worker. The Council acknowledged the employee had been an excellent worker and taken on considerable responsibility above her recruited role, due to the staffing issues at the time. Members appreciated the constructive feedback and all agreed significant improvements for our employees had already been made.

**25-050 PENSION**

**Members NOTED** the Parish Clerk's verbal report regarding pension contribution rates and calculated figures.

Members discussed 'adopting green book terms' when Jake from LRALC attended a full council meeting in 2024 and did a presentation. Members also discussed the LGPS scheme.

**Members REQUESTED** that the Deputy Clerk double check the minutes of the meeting to see what was recommended to full council by Jake from LRALC during his recruitment presentation, before committing to an increase in pension contributions or being able to vote on this agenda item.

**Members NOTED** budget provision is required to increase the pension contribution.

**25-051 NATIONAL INSURANCE CONTRIBUTIONS**

From 6/4/25 contribution rate increasing to 15%, on earnings from £5,000.

Salaries and NI contribution calculations were discussed.

Budget provision required: £9185 (previously £6754) an increase of approx. £2430.

**Members NOTED** as we have no control over NI increase, this cost will need to be added to the budget.

**25-052 STAFFING COSTS FOR 2025-2026**

**Members NOTED** expected staffing costs for 2025/26 with the National Joint Council rise.

Total gross salaries increase will be approx. £2462.00 year on year and to be input into the budget provision.

Noted: TOIL hours will begin to reduce with full staffing once all staff are trained and outstanding work has been caught up on.

**Proposed: Cllr A Barker. Seconded: Cllr A Roach.**

**RESOLVED** Members approved that the additional salary provision for the staffing costs with the expected NJC pay rises be put forward to Full Council as a recommendation for addition to the budget.

**25-053 DATE OF NEXT MEETING**

Ad hoc and arranged as required.

**25-054 FUTURE AGENDA ITEMS**

Any items to be raised with the Parish Clerk.

The chair closed the meeting at 13:09pm.

Signature of Chair: ..... Date: .....



**Whitwick Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 30-04-2025)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre 2-Salaries**

**Code Number 2-Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: 2-Salaries									10,565.13		10,565.13

**Cost Centre 3-Administration**

**Code Number 4110 Stationery/Postage/Consumables**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	46.96	9.39	56.35
Subtotal for Code: Stationery/Postage/Consumabl									£46.96	£9.39	£56.35

**Code Number 4130 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
25	30/04/2025	Bank Charges		Current Unity	P25 Bank Charg	4130 Bank Charges	UNITY BANK	X	13.35		13.35
Subtotal for Code: Bank Charges									£13.35		£13.35

**Code Number 4180 Software Licenses/Support**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	01/04/2025	GB-TI2500250		Current Unity	P1	4180 Software - Emails	Microsoft Limited	S	144.20	28.84	173.04
2	01/04/2025	GB-TI2500625		Current Unity	P2	4180 Software - Emails	Microsoft Limited	S	144.20	28.84	173.04
3	01/04/2025	GB-TI2501020		Current Unity	P3	4180 Software - Emails	Microsoft Limited	S	144.20	28.84	173.04
6	01/04/2025	INV-9894		Current Unity	P6	4180 Software - Bookings	Starboards Systems Limited t/a Scribe	S	40.00	8.00	48.00
7	01/04/2025	INV-9726		Current Unity	P7	4180 Software - Accounts	Starboards Systems Limited t/a Scribe	S	78.00	15.60	93.60
20	22/04/2025	GB-TI2501431		Current Unity	P20	4180 Software - Emails	Microsoft Limited	S	144.20	28.84	173.04
Subtotal for Code: Software Licenses/Support									£694.80	£138.96	£833.76
Subtotal for Cost Centre: 3-Administration									755.11	148.35	903.46

**Cost Centre 4-Community Initiatives**

**Code Number 4540 Community Events and Partnerships**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	7.80	1.56	9.36
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	120.00	24.00	144.00
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	X	21.28		21.28
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	6.04	1.21	7.25
Subtotal for Code: Community Events and Partner									£155.12	£26.77	£181.89

**Code Number 4542 Community Christmas Lighting**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
22	25/04/2025	INV0547		Current Unity	P22	Maintenance/Building Works	Euan Sharpe	X	320.00		320.00
Subtotal for Code: Community Christmas Lighting									£320.00		£320.00

**Code Number 4550 Community Grant Scheme**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Whitwick Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 30-04-2025)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

10	03/04/2025	WFAS Allotment	Current Unity	P10	4550 Community Grants	Walker Flats Allotments Society	X	250.00		250.00
Subtotal for Code: Community Grant Scheme								£250.00		£250.00
Subtotal for Cost Centre: 4-Community Initiatives								725.12	26.77	751.89

**Cost Centre 5-Community Office**

**Code Number 4200 Electricity**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
15	04/04/2025	IV02656102		Current Unity	P15	4200 Electricity - Office	SSE Energy Solutions	L	611.53	30.58	642.11
Subtotal for Code: Electricity								£611.53	£30.58	£642.11	

**Code Number 4212 Water Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	09/04/2025	wp-INV084208		Current Unity	P16	4212 Water - Office	WATER PLUS	X	91.60		91.60
Subtotal for Code: Water Charges								£91.60		£91.60	

**Code Number 4220 Business Rates**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
5	01/04/2025	299003476382		Current Unity	P5	4220 Business Rates - Community Offic North West Leicestershire District Cou		X	79.83		79.83
Subtotal for Code: Business Rates								£79.83		£79.83	

**Code Number 4251 Internet/Phone**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	X	359.00		359.00
21	24/04/2025	1493695		Current Unity	P21	4251 Internet / Phone - Mobiles	SCG Connect Ltd	S	36.00	7.20	43.20
24	30/04/2025	152		Current Unity	P24	4251 Internet / Phone	Utility Warehouse	S	42.31	8.44	50.75
Subtotal for Code: Internet/Phone								£437.31	£15.64	£452.95	

**Code Number 4460 Repairs and Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	49.99	10.00	59.99
19	22/04/2025	Clerk Expense:		Current Unity	P19	Consumables	Whitwick Parish Council	S	74.99	15.00	89.99
22	25/04/2025	INV0547		Current Unity	P22	Maintenance/Building Works	Euan Sharpe	X	110.00		110.00
Subtotal for Code: Repairs and Maintenance								£234.98	£25.00	£259.98	
Subtotal for Cost Centre: 5-Community Office								1,455.25	71.22	1,526.47	

**Cost Centre 6-Park Hall**

**Code Number 4221 Business Rates**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	01/04/2025	299003758695		Current Unity	P4	4221 Business Rates - Park Hall	North West Leicestershire District Cou	X	127.40		127.40
Subtotal for Code: Business Rates								£127.40		£127.40	

**Code Number 4252 Internet/Phone**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
21	24/04/2025	1493695		Current Unity	P21	4251 Internet / Phone - Mobiles	SCG Connect Ltd	S	12.00	2.40	14.40

Whitwick Parish Council  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2025 and 30-04-2025)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

Subtotal for Code:	Internet/Phone	£12.00	£2.40	£14.40
Subtotal for Cost Centre:	6-Park Hall	139.40	2.40	141.80

**Cost Centre 7-Pavilion and Other Buildings**

**Code Number 4202 Electricity**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
14	04/04/2025	IV02659956		Current Unity	P14	4202 Electricity - Pavilion	SSE Energy Solutions	L	409.53	20.48	430.01
Subtotal for Code: Electricity									£409.53	£20.48	£430.01

**Code Number 4462 Repairs and Maintenance**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
23	25/04/2025	32545		Current Unity	P23	4462 Repairs and Maintenance - Pavilik Locks2U Locksmiths		S	150.95	30.19	181.14
Subtotal for Code: Repairs and Maintenance									£150.95	£30.19	£181.14
Subtotal for Cost Centre: 7-Pavilion and Other Buildings									560.48	50.67	611.15

**TOTALS ..... £14,200.49 £299.41 £14,499.90**

**Whitwick Parish Council**  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-04-2025 and 30-04-2025)**

# APPENDIX G

13 June 2025 (2025-2026)

26

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre 1-Income**

Code Number		1076 Precept									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
10	23/04/2025	25042025 ref 2		Current Unity	R10 Precept	Income	North West Leicestershire District Cou	X	165,962.50		165,962.50
Subtotal for Code: Precept									£165,962.50		£165,962.50
Code Number		1100 Bank Interest									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	02/04/2025	March 2025 4.1		Current Unity	R9 CCLA Investr	Income	CCLA Investment Management Limite	X	859.91		859.91
Subtotal for Code: Bank Interest									£859.91		£859.91
Code Number		1300 Whitwick Park Hall Hire									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	16/04/2025	2025-2026/66		Current Unity	R2 Kelly 27/4/25	Whitwick Park Hall Hire	One Off Hirer	E	50.00		50.00
3	22/04/2025	2025-2026/68		Current Unity	R3 Kelly 27/4/25	Whitwick Park Hall Hire	One Off Hirer	E	18.00		18.00
4	09/04/2025	2025-2026/69		Current Unity	R4 Limelight Ma	Whitwick Park Hall Hire	Limelight Performing Arts	E	272.00		272.00
5	28/04/2025	2025-2026/71		Current Unity	R5 Lacey 19/07/	Whitwick Park Hall Hire	One Off Hirer	E	50.00		50.00
Subtotal for Code: Whitwick Park Hall Hire									£390.00		£390.00
Subtotal for Cost Centre: 1-Income									167,212.41		167,212.41

**TOTALS . . . . . £167,212.41 £167,212.41**

**Whitwick Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-05-2025 and 31-05-2025)**

**APPENDIX H** 13 June 2025 (2025-2026)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre 10-Grounds Maintenance**

**Code Number 4720 Litter Pick/Bin Emptying**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	01/05/2025	Invoice 1374 A		Current Unity	P32 Invoice 1374	Grounds Maintenance	JR Landscaping & Grounds Maintenance	S	12.00	2.40	14.40
Subtotal for Code: Litter Pick/Bin Emptying									£12.00	£2.40	£14.40

**Code Number 4730 Park Ranger Service**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	01/05/2025	Invoice 1374 A		Current Unity	P32 Invoice 1374	Grounds Maintenance	JR Landscaping & Grounds Maintenance	S	6,274.97	1,254.99	7,529.96
Subtotal for Code: Park Ranger Service									£6,274.97	£1,254.99	£7,529.96
Subtotal for Cost Centre: 10-Grounds Maintenance									6,286.97	1,257.39	7,544.36

**Cost Centre 2-Salaries**

**Code Number 2-Salaries**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Subtotal for Cost Centre: 2-Salaries									6,918.46		6,918.46

**Cost Centre 3-Administration**

**Code Number 4130 Bank Charges**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
39	31/05/2025	April Bank Cha		Current Unity	P39 April Bank C	4130 Bank Charges	UNITY BANK	X	10.65		10.65
Subtotal for Code: Bank Charges									£10.65		£10.65

**Code Number 4180 Software Licenses/Support**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	01/05/2025	INV-10335		Current Unity	P35 INV-10335	4180 Software - Bookings	Starboards Systems Limited t/a Scribe	S	40.00	8.00	48.00
36	01/05/2025	INV-10132		Current Unity	P36 INV-10132	4180 Software - Accounts	Starboards Systems Limited t/a Scribe	S	78.00	15.60	93.60
Subtotal for Code: Software Licenses/Support									£118.00	£23.60	£141.60

**Code Number 4250 Internet/Phone**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	27/05/2025	Invoice 150671		Current Unity	P37 Invoice 1506	4251 Internet / Phone - Mobiles	SCG Connect Ltd	S	36.00	7.20	43.20
Subtotal for Code: Internet/Phone									£36.00	£7.20	£43.20
Subtotal for Cost Centre: 3-Administration									164.65	30.80	195.45

**Cost Centre 4-Community Initiatives**

**Code Number 4510 VAS Scheme**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
32	01/05/2025	Invoice 1374 A		Current Unity	P32 Invoice 1374	Grounds Maintenance	JR Landscaping & Grounds Maintenance	S	80.00	16.00	96.00
Subtotal for Code: VAS Scheme									£80.00	£16.00	£96.00

**Code Number 4540 Community Events and Partnerships**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
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**Whitwick Parish Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-05-2025 and 31-05-2025)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

26	01/05/2025	Invoice 134080	Current Unity	P26 VE Day 80th Anniversary	4540 Community Events - VE Day	Royal British Legion Industries	S	195.29	39.06	234.35
Subtotal for Code: Community Events and Partner								£195.29	£39.06	£234.35
Subtotal for Cost Centre: 4-Community Initiatives								275.29	55.06	330.35

**Cost Centre 5-Community Office**

**Code Number 4220 Business Rates**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
34	01/05/2025	Business Rate:		Current Unity	P34 Business Rates	4220 Business Rates - Community Office North West Leicestershire District Council		X	84.00		84.00
Subtotal for Code: Business Rates									£84.00		£84.00

**Code Number 4251 Internet/Phone**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
38	31/05/2025	Invoice 235715		Current Unity	P38 Invoice 235715	4251 Internet / Phone	Utility Warehouse	S	48.02	9.60	57.62
Subtotal for Code: Internet/Phone									£48.02	£9.60	£57.62
Subtotal for Cost Centre: 5-Community Office									132.02	9.60	141.62

**Cost Centre 6-Park Hall**

**Code Number 4221 Business Rates**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
33	01/05/2025	P33 Business Rates		Current Unity	P33 Business Rates	4221 Business Rates - Park Hall	North West Leicestershire District Council	X	130.00		130.00
Subtotal for Code: Business Rates									£130.00		£130.00

**Code Number 4252 Internet/Phone**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
37	27/05/2025	Invoice 150671		Current Unity	P37 Invoice 150671	4251 Internet / Phone - Mobiles	SCG Connect Ltd	S	12.00	2.40	14.40
Subtotal for Code: Internet/Phone									£12.00	£2.40	£14.40
Subtotal for Cost Centre: 6-Park Hall									142.00	2.40	144.40

<b>TOTALS .....</b>	<b>£13,919.39</b>	<b>£1,355.25</b>	<b>£15,274.64</b>
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Whitwick Parish Council  
**Listing of Receipts in each Code for All Cost Centres**  
**(Between 01-05-2025 and 31-05-2025)**

APPENDIX I

13 June 2025 (2025-2026)

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre 1-Income**

Code Number		1100 Bank Interest										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
18	02/05/2025	20250505	April	Current Unity	R18	CCLA Inves	1100 Bank Interest	CCLA Investment Management Limite	X		825.23	825.23
Subtotal for Code: Bank Interest											£825.23	£825.23

Code Number		1300 1300 Whitwick Park Hall Hire										
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
6	06/05/2025	2025-2026/70		Current Unity	R6	Zaki 25/05/25	Whitwick Park Hall Hire	One Off Hirer	E		68.00	68.00
7	06/05/2025	2025-2026/67		Current Unity	R7	Brownies Apr	Whitwick Park Hall Hire	Brownies Group	E		306.00	306.00
11	23/05/2025	2025-2026/76		Current Unity	R11	Dudman 21/	Whitwick Park Hall Hire	One Off Hirer	E		68.00	68.00
12	19/05/2025	2025-2026/72		Current Unity	R12	MBV June's	Whitwick Park Hall Hire	Meadow Barn View	E		1,176.00	1,176.00
14	30/05/2025	2025-2026/75		Current Unity	R14	One Off Hire	Whitwick Park Hall Hire	One Off Hirer	E		51.00	51.00
17	22/05/2025	2025-2026/79		Current Unity	R17	WPH Limeli	Whitwick Park Hall Hire	Limelight Performing Arts	X		272.00	272.00
Subtotal for Code: 1300 Whitwick Park Hall Hire											£1,941.00	£1,941.00
Subtotal for Cost Centre: 1-Income											2,766.23	2,766.23

TOTALS .....											£2,766.23	£2,766.23
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**Sharon Kaye**

---

**From:** Hollie Seager  
**Sent:** 04 June 2025 11:52  
**To:** Cllr Anthony Barker; Cllr Peter Moulton; Cllr Raymond Woodward; Cllr Phil Casson; Cllr Andy Roach; Cllr Michael Wyatt; Cllr Amanda Briers; Cllr Audrey Barker; Cllr Tony Gillard; Cllr Sue Colledge  
**Cc:** Sharon Kaye  
**Subject:** VAS solar panel quote

Dear Members,

We have been discussing ongoing issues with the VAS cameras and us being able to retrieve a full months' worth of data.

We haven't managed to get a full month off the new smiley face cameras since they have been installed, this is due to them losing batter every 10 days on average due to ambient temperature, the volume of vehicles passing through and the LED lights that they use. Swapping the batteries every 10 days is labour intensive and could be costly to us. We would need to change the batteries 3 times in a calendar month to enable a full months' worth of data.

We have done battery testing and swapped batteries in the cameras for old and new batteries to ensure we have covered all options before enquiring about a quote for a solar panel to be fitted to each.

The quote is £875+ VAT per camera for a solar panel fitted. I have managed to come to an agreement with WESTOTEC they have waived the full fee for carriage for both cameras. Carriage for send and return for both is £55.

This brings the total for the retrofit and the carriage to £2100 INC. VAT, £1805 EXC. VAT.

Sharon will be seeking approval at tomorrows meeting under the finance agenda item.

Thank you,  
**Hollie Seager, Deputy Clerk**  
Whitwick Parish Council

Community Office, 3a Market Place, Whitwick, Leics LE67 5DT  
Tel: 01530 459527 Mobile: 07756 869746 [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

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**From:** Sales Support <sales@westcotec.co.uk>  
**Sent:** 02 June 2025 16:24  
**To:** Hollie Seager <deputy@whitwickparishcouncil.gov.uk>  
**Subject:** RE: solar panel quote

Hi Hollie,

The cost to retrofit the solar panels is £875 + VAT per sign. Both signs will need to be returned to us for the modifications, just as they were when we carried out the Bluetooth data retrofit.

Best regards,  
 Joanna



**Joanna Pilarska**  
 Account Manager (Sales) | Westcotec Ltd

t: 01362853124

e: sales@westcotec.co.uk | w: westcotec.co.uk

a: Westcotec Ltd, 34 Bertie Ward Way, Rashes Green Ind. Estate, Dereham, Norfolk



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**From:** Tim James <tim.james@westcotec.co.uk>  
**Sent:** 02 June 2025 13:46  
**To:** Hollie Seager <deputy@whitwickparishcouncil.gov.uk>; Sales Support <sales@westcotec.co.uk>  
**Subject:** RE: solar panel quote

Good afternoon, Hollie,

Thank you for your email. I hope you are keeping well?

I think we've discussed before, but battery life depends upon type of sign, the amount of vehicles activating and ambient temperature. The portable solar panels will certainly make a positive difference. They will work best with a clear view to the south for each site.

I have copied in our sales team who will be happy to help you with the quotation.

Please do get in touch if I can be of any further assistance.

Best regards  
 Tim



**Tim James** | TMIET  
 Design & Development Engineer | Westcotec Ltd

t: 01362 853124 | m: 07752641697

e: tim.james@westcotec.co.uk | w: westcotec.co.uk

a: Westcotec Ltd, 34 Bertie Ward Way, Rashes Green Ind. Estate, Dereham, Norfolk



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**From:** Hollie Seager <[deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk)>

**Sent:** 02 June 2025 13:08

**To:** Tim James <[tim.james@westcotec.co.uk](mailto:tim.james@westcotec.co.uk)>

**Subject:** solar panel quote

You don't often get email from [deputy@whitwickparishcouncil.gov.uk](mailto:deputy@whitwickparishcouncil.gov.uk). [Learn why this is important](#)

Hi Tim,

We currently have 2 of the smiley face VAS cameras, unfortunately as previously explained, they are losing battery after 7-10 days.

Please could I obtain a quote for a solar panel to be fitted to each one? Presuming this will help retain battery life!

Thank you,

**Hollie Seager, Deputy Clerk**  
Whitwick Parish Council

Community Office, 3a Market Place, Whitwick, Leics LE67 5DT

Tel: 01530 459527 Mobile: 07756 869746 [www.whitwickpc.org.uk](http://www.whitwickpc.org.uk)

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## APPENDIX K



# **MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)**

**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **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. Model standing orders use gender-neutral language (e.g. "Chair").

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

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their 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 chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

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

## 3. MEETINGS GENERALLY

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

- a **Meetings shall 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 ( ) minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than ( ) 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 chair of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair 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 their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair 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 chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair 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 their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- 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 their 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 ( ) hours.

#### 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 chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and**

**shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair 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 Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection



legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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 chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( ) members of the committee [or the sub-committee], any ( ) 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 ( ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

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

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

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

## 11. MANAGEMENT OF INFORMATION

*See also standing order 20.*

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

shall include deciding who has access to personal data and encryption of personal data.

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

## 12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
 "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this 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 they have 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 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 they have 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 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 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 Principal 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 them. 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 their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their 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 [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the ( ) Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

## 16. **RESPONSIBLE FINANCIAL OFFICER**

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

## 17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as



practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 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 [60,000] or 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, 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 [the ( ) committee] OR [the ( ) sub-committee] is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of [the ( ) committee] OR [the ( ) sub-committee] or, if they are not available, the vice-chair (if there is one) of [the ( ) committee] OR [the ( ) sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the ( ) committee] OR [the ( ) sub-committee] at its next meeting.
- c The chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the ( ) committee] OR [the ( ) sub-committee].
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[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 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 their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

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

*The above is applicable to a Council with a common seal.*

OR

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

**STANDING ORDERS**

**See supplement for amendments due to Coronavirus legislation (pages 10-12).**



**Note: sections highlighted in bold are mandatory**

**1 PROPER OFFICER**

1.1 The Council's Proper Officer shall be either (i) the Clerk/Responsible Financial Officer or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

1.2 The Council's Proper Officer shall do the following:

**1.3 Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.**

**OR**

**For those councillors who have given prior authority in writing, at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.**

**1.4 Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

**1.5 Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office,**

**1.6 Receive and retain copies of byelaws made by other local authorities.**

**1.7 Receive and retain declarations of acceptance of office from councillors.**

1.8 Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

1.9 Record every planning application notified to the Council and the Council's response to the local planning authority in the Minutes

1.10 When notification of planning applications are received between meetings the Proper Officer will endeavour to extend the consultation period to report receipt of the application to the next meeting. When this cannot be done, the Proper Officer will notify councillors of such consultations by email with links to the application on the District Council website. Where there is consensus amongst members, the Proper Officer shall exercise delegated powers to submit a response on the Council's behalf and report this to the next meeting. If any member considers that comments should be lodged but there is no consensus amongst other members, he/she shall request the Proper Officer, in consultation with the Chairman, to convene an extraordinary meeting of the Council for the purpose.

## 2. Code of Conduct

### 2.1 All councillors shall observe the Code of Conduct adopted by the Council

2.2 All councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office or when made available by the Monitoring Officer, whichever is the sooner.

2.3 **Councillors with a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting must disclose the interest to any meeting of the council** and may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.

2.4 Councillors who have a Disclosable Non-Pecuniary Interest may remain in the meeting, speak and vote on the matter unless to do would compromise their impartiality or any other obligations set out in the Code of Conduct.

2.5 Upon notification by the District Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall report this to the council

2.6 Where the notification above 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

## 3 COUNCILLORS

3.1 Unauthorised activities. Unless authorised by a resolution, no individual councillor shall purport to act on behalf of the Council, a committee, or a sub-committee.

3.2 Confidential business. Councillors shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential and sensitive nature.

3.3 Relations with the press/media. All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media. Unless specifically authorised to do so, Councillors shall not provide oral or written statements or written articles to the press or other media in their official capacity: though this Standing Order shall not prevent Councillors speaking either as individuals or as members of other organisations provided that this is made clear. See also the Council's Media Policy.

3.4 Inspection of documents. Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a subcommittee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

### 3.5 Canvassing of and recommendations by councillors:

3.5.1 Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.



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3.5.2. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

3.5.3 This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

#### **4 FINANCIAL MATTERS**

4.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer.

**4.2 The Council's financial regulations shall be reviewed once a year.**

**4.3 The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee**

4.4 Accounts and Financial Statement:

4.4.1 All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations and Statement of Internal Monitoring.

4.4.2 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year.

4.4.3 A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of June.

4.4.4 The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

4.5 Estimates/precepts:

**4.5.1 The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.

4.5.2 Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.

4.6 Execution and sealing of legal deeds:

4.6.1 A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.

**4.6.2 Any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

4.7 Matters Affecting Council Employees:

4.7.1 If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR any committee OR any sub-committee has decided whether or not the press and public shall be excluded pursuant to standing order 5.3 below.

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4.7.2 The Chairman of the Council or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of the Parish Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution of the Council.

4.7.3 Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.

4.7.4 Access and means of access by keys and/or computer passwords to records of employment shall be provided only to the Parish Clerk, any other appropriate members of staff and the Chairman of the Council and/or appropriate Lead Councillors for buildings to ensure business continuity.

4.7.5 The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected.

## **5 MEETINGS**

**5.1 Meetings shall not take place in premises, which at the time of the meeting, are used for the supply of alcohol unless no other premises are available free of charge or at a reasonable cost.**

**5.2 When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**

**5.3 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

5.4 Subject to standing order 5.3 above, members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda during a specified public participation session at each meeting or otherwise only with the express consent of the Chairman.

5.5 The period of time which is designated for public participation in accordance with standing order 5.4 above shall not exceed 15 minutes.

5.6 Any person speaking at a meeting shall address his comments to the Chairman.

5.7 Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.

**5.8 Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.**

**5.9 In accordance with standing order 5.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

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**5.10 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Vice-Chairman (if any).**

**5.11 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.**

**5.12 All questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.**

**5.13 The Chairman 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.**

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

**5.15 The minutes of a meeting shall record the names of councillors present.**

**5.16 The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

**5.17 An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.**

**5.18 No business may be transacted at a meeting unless at least one third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than 3.**

**5.19 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.**

**5.20 Meetings shall not proceed after 9.30 pm, except that an extension may be agreed by resolution to extend the meeting by no more than 30 minutes.**

## **6 ORDINARY COUNCIL MEETINGS**

**6.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.**

**6.2 In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.**

**6.3 If no other time is fixed, the annual meeting of the Council shall take place at 7.00pm.**

**6.4 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 directs.**

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**6.5 The election of the Chairman and Vice-Chairman of the Council shall be the first business completed at the annual meeting of the Council.**

**6.6 The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

**6.7 The Vice-Chairman of the Council, 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.**

**6.8 In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.**

**6.9 In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.**

**6.10 In an election year, at the Annual Meeting the Council review its eligibility to exercise the General Power of Competence.**

## **7 LIAISON WITH DISTRICT AND COUNTY COUNCILLORS**

**7.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of the District and County Council representing the electoral wards and divisions.**

## **8 AGENDA**

**8.1 The Proper Officer shall be responsible for compiling agenda for meetings of the council, its committees and its sub-committees and shall include all business requiring a decision together with such reports, recommendations and supporting documentation as may be necessary to inform councillors regarding the item in question.**

**8.2 Councillors requiring an item to be included on an agenda shall notify the Proper Officer not later than 6 clear days prior to the meeting in question. Such notice shall be given in writing or email and specify the wording to be used. Any item shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.**

**8.3 All decisions shall relate to items detailed on the agenda. Items which do not specify the business, such as 'Any Other Business' shall not be allowed unless they only involve reports or exchanges of information on which no decisions are required or taken.**

**8.4 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. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.**

**8.5 Motions received shall be recorded in a book for that purpose and numbered in the order that**

they are received. Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection.

## **9 RULES OF DEBATE**

9.1 Items of business shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction.

9.2 A motion shall not be considered unless it has been proposed and seconded.

9.3 Only one amendment shall be moved and debated at a time. It shall not negate the motion.

9.4 If an amendment is not carried, other amendments may be moved.

9.5 If an amendment is carried, it shall become the substantive motion upon which any further amendment may be moved.

9.6 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.

9.7 A point of order shall be decided by the Chairman and his decision shall be final.

## **10 MINUTES**

10.1 If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.

10.2 No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing orders.

10.3 Minutes, including any amendment to correct their accuracy, 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.

10.4 If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

## **11 DISORDERLY CONDUCT**

11.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.

11.2 If, in the opinion of the Chairman, there has been a breach of standing order 11.1 above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman)

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may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

11.3 If a resolution made in accordance with standing order 11.2 above is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

## **12 RECISSION OF PREVIOUS RESOLUTIONS**

12.1 A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 councillors of the Council.

12.2 When a special motion moved pursuant to standing order 12.1 above has been disposed of, no similar motion may be moved within a further 6 months.

## **13 VOTING ON APPOINTMENTS**

13.1 Where more than 2 persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. Any tie may be settled by the Chairman's casting vote.

## **14 COMMITTEES**

14.1 The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:

14.1.1 shall determine their terms of reference

14.1.2 may permit committees to determine the dates of their meetings

14.1.3. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting

14.1.4 may appoint any member to be substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer before the meeting that they are unable to attend. [This will enable substitute councillors to attend if needed at shorter notice and subject to availability if telephoned or emailed by the Parish Manager.]

14.1.5 an ordinary member of a committee who has been replaced at a meeting by a substitute member shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting

14.1.6 may dissolve a committee at any time.

## **15 SUB-COMMITTEES**

15.1 Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

## **16 EXTRAORDINARY MEETINGS**

**16.1 The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

**16.2 If the Chairman of the Council does not or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two councillors.**

**16.3 The Chairman of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.**

**16.4 If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within 7 days of having been requested to do so by 2 councillors, those 2 councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by 2 councillors.**

## **17 ADVISORY COMMITTEES AND WORKING PARTIES**

**17.1 The Council may appoint advisory committees and working parties comprised of a number of councillors and non-councillors.**

**17.2 Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.**

## **18 REQUESTS FOR INFORMATION**

**18.1 All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.**

## **19 VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS**

**19.1 Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.**

**19.2 A motion to add to or vary or revoke one or more of the Council's standing orders, not mandatory by law, shall be proposed by a special motion, the written notice whereof bears the names of at least 3 councillors.**

## **20 STANDING ORDERS TO BE GIVEN TO COUNCILLORS**

**20.1 The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.**

**20.2 The Chairman's decision as to the application of standing orders at meetings shall be final.**

**20.3 A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.**

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**On 18 June 2020, members resolved that in response to the Covid-19 outbreak in the UK and the resulting new emergency legislation, the NALC recommended supplement to Standing Orders be adopted, as follows, to allow virtual meetings to take place. Further resolved to review the amendment after physical meetings were re-established.**

(NB reference numbers to existing Standing Orders refer to NALC model and have not been re-aligned to Whitwick SO's).

### **Section 3 Meetings -Generally (including Remote Meetings)**

1. Meetings shall take place at a time and date as the Council shall determine LAPCP Regulations 2020 Part 2 Reg 4(a) or  
In the interest of Council maintaining an open and transparent policy and in the spirit of cohesiveness the usual following guidelines may still be followed: Standing orders 3e and f.
2. Council may alter the frequency, move or cancel such meetings. LAPCP Regulations 2020 Part 2 Reg 4(a)
3. A meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.  
LAPCP Regulations 2020 Part 2 Reg 5 (1)
4. Members(including members of the public) in remote attendance attends the meeting at any time if all of the conditions in subsection are satisfied:  
(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,  
(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and  
(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting. LAPCP Regulations 2020 Part 2 Reg 5 (2) (3) & (4)
5. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**  
  
Member and public access to documents and remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming. LAPCP Regulations 2020 Part 2 Reg 6(b) (c)
6. A meeting being "open to the public" include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person; LAPCP Regulations 2020 Part 2 Reg 13(a)



7. Being “present” at a meeting include access through remote means mentioned in paragraph (a) above. LAPCP Regulations 2020 Part 2 Reg 13(b)
8. **Voting : Unless standing orders provide otherwise, voting on a question shall be by a show of hands.**  
or Members to verbally announce their vote each in turn, or, Pressing a button to record their vote. LAPCP Regulations 2020 Part 2 Reg 6(a)
9. Minutes:  
  
The minutes of a meeting shall include an accurate record of the following: the time and media used to conduct the meeting;
10. Holding of Annual Meeting  
  
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.  
This is now optional and if councils are able to hold this meeting then it should go ahead.  
LAPCP Regulations 2020 Part 6 (c)
11. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.  
This no longer applies until May 2021  
LAPCP Regulations 2020 Part 6 (c)
12. **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.**
  - a 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.  
This no longer applies until May 2021  
LAPCP Regulations 2020 Part 6 (c)
  - b **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.**
  - c **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.**
13. 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 electronically by the two councillors.**

#### 14. Proper Officer

Date of Adoption: 2011

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**b) Provide, in a conspicuous place or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972 [NWLDC's website] public notice of the time, place and agenda.**  
LAPCP Regulations 2020 Part 1 Reg 13 (a)

Parish Manager's Note: Whitwick Parish Council publishes agendas and minutes on our own website and this reference to the principal council is believed to be a legislative error referring to a body with just an annual 'parish meeting' i.e. not a parish council. The District Council is not being asked to publish all parish council's agendas during the pandemic. I suggest the following wording is deleted: ~~on the website of the principal council within the meaning of the Local Government Act 1972 [NWLDC's website]~~

**c) facilitate inspection of the minute book by local government electors;**

[Parish Manager suggests the council publishes draft minutes on the website (as normal) and any requests to inspect minute book could either be sent a scanned copy of signed minutes or personally be accommodated when buildings re-open but with social distancing measures in place, as determined by the Parish Manager.]

Members should also refer to Virtual Meeting Procedures which gives advice on the technical process being used.

## APPENDIX M

### MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
  - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
  - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

## [ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] 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;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000];

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and



- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
  - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
  - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
  - the council for all items over [£5,000];
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance

contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.

- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
  - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [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 finance committee}.
  - iv. 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].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

## **10. Petty Cash**

- 10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} **OR** {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.
  - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
  - b) Cash 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 any schedule of payments presented for approval.}

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

**11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.



### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that 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.}

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### **15. Stores and equipment**

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. 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.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

## **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.

16.3. 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.

16.4. No interest in land 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. In each case a written report 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 where required by law).

16.5. 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, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. 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.

## **18. [Charities]**

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

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, 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.

Date of last review – 16 May 2019

Next review: in 12 months

## FINANCIAL REGULATIONS



### 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 governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.
- 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 Parish Manager 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;
  - 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<sup>1</sup>.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately 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

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<sup>1</sup> Accounts and Audit (England) Regulations 2011/817

- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition the council must:

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

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

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG).

## **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 shall be appointed to undertake internal monitoring by verifying 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.
- 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. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments (if any) including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. 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.

3.4. 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;
- a duly delegated committee of the council for items over £500; or
- the Parish Manager, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.



Such authority is to be evidenced by a Minute.

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 for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Parish Manager and the Chairman of Council or relevant committee. The RFO will inform committees (if any) of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services for urgent and exceptional matters, the Parish Manager be granted delegated authority to authorise expenditure on behalf of the council which in the Parish Manager'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 £5000. The Parish Manager shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter that action was taken because delay would mean unacceptable risk.
- 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.
- 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, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within the minutes of the meeting at which payment was authorised.
- 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 allocate them to the appropriate payments heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council Meeting.
- 5.5. The Parish Manager/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 Parish Manager 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
  - 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
  - c) Payment of salaries in any month when Council meetings are not held
- 5.6. 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.

## **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, or, if so delegated, the Parish Manager or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of the council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders and the Code of Conduct, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.

- 6.8. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years,
- 6.10. If thought appropriate by the council, payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. 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.
- 6.12. 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 Parish Manager 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.
- 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 two members. A programme of regular checks of standing data with suppliers will be followed.
- 6.16. If thought appropriate by the council, if a Debit Card is issued for use, it will be specifically restricted to the Parish Manager/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 6.17. If thought appropriate by the council, a pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.18. If thought appropriate by the council any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Parish Manager/RFO and shall be subject to automatic payment in full at each month-end.
- 6.19. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made by the Parish Manager/RFO shall be refunded on a regular basis, at least quarterly.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions 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.
- 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 shall be reported quarterly, included in the statement of receipts and payments as a separate account to ensure that only payments due for the period have actually been paid.
- 7.6. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.7. Before employing staff the council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. All investments of money under the control of the council shall be in the name of the council.

- 8.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **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, and the Parish Manager/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 Parish Manager.
- 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. If 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) except where a Management Agreement is in place.

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

- 10.1. An official order, email or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.3. A member may not issue an official order or make any contract on behalf of the council.

- 10.4. 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 under the Public Contracts Regulations 2015:
- 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 (x) below:
    - i. for the purchase or renting of land or rights in land (e.g. easements);
    - ii. for buying or broadcasting radio or film programmes (e.g. information about the Parish council or local public services);
    - iii. for arbitration or conciliation services (for dispute resolution);
    - iv. for most legal services;
    - v. for financial services in connection with the issue, sale, purchase or transfer of securities;
    - vi. for loans;
    - vii. for employment of staff;
    - viii. for civil defence;
    - ix. for public passenger transport services by rail or metro; or
    - x. for political campaigns.
  - a. Where it is intended to enter into a contract exceeding £25000 but less than £181302 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 Parish Manager shall advertise the contracts on the Contracts Finder website to invite tenders. For contracts exceeding £181302 the additional Procurement procedures in the 2015 Regulations must be followed.
  - b. 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.
  - c. Such invitation to tender shall state the general nature of the intended contract and the Parish Manager 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 Parish Manager 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.
  - d. All sealed tenders shall be opened at the same time on the prescribed date by the Parish Manager in the presence of at least one member of council. A record of the tenders shall be drawn up by the Parish Manager, signed by the member and retained for audit purposes.
  - e. If less than three tenders are received for contracts above £25,000\_or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

- f. 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 Parish Manager or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Parish Manager or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- g. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- h. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- i. The Public Contracts Regulations 2015, European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

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

- 12.1. The Parish Manager/RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The Parish Manager/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.
- 12.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 12.3. 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,
- 12.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council.
- 12.5. The Parish Manager/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.

## **13. INSURANCE**

- 13.1. Following the annual risk assessment (per Financial Regulation 15), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 13.2. The Parish Manager/RFO shall keep a record of all insurances effected by the council and the property and annually review it.
- 13.3. The Parish Manager/RFO shall report to the council any loss, liability or damage or of any event likely to lead to a claim, at the next available meeting.

#### **14. CHARITIES**

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

#### **15. RISK MANAGEMENT**

- 15.1. The council is responsible for putting in place arrangements for the management of risk. The Parish Manager/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.
- 15.2. When considering any new activity, the Parish Manager/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

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

- 16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time and at least annually. The Parish Manager 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.
- 16.2. 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.
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