MINUTES OF A PATTINGHAM AND PATSHULL PARISH COUNCIL EXTRA ORDINARY MEETING HELD ON MONDAY 15TH MAY 2017 AT PATTINGHAM VILLAGE HALL

Present: Councillors: R Lines (Chairman), D Billson (Vice Chairman), T Mason, S Hubble, M Finch, Mrs A Davies, *Mrs S Hughes, K James, (* arrived after item 85/17)

Public Forum - No members of the public present.

79/17. Election of Chairman of the Parish Council for the Council Year 2017/18. (the new Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Chairman for 2017/8, Councillor R Lines. He was duly elected to the position and signed his declaration of acceptance of office.

80/17. Appointment of Vice-Chairman of the Parish Council for the Council Year 2017/18. (the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Vice-Chairman for 2017/18, Councillor D Billson. He was duly elected to the position and signed his declaration of acceptance of office.

81/17. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

The Councillors thanked the Chairman and the Vice-Chairman for their hard work over the past 12 months.

82/17. Apologies for Absence.

Apologies of absence were received from Councillors J Dyas, W Hurford, G Deane and Mrs J Burton MBE.

83/17. Declarations of Councillors' Interest.

None were declared.

84/17. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 6th March 2017 and 10th April 2017.

The minutes of the meetings detailed above were agreed as a true and accurate record of proceedings.

85/17. County / District Councillors to address the Council on any matters relevant to the Parish

As the recent County Council Elections affected the regular County meetings during the time from 23rd. March up to the Election date on 4th May. There were no Committee meetings. Highways and other public departments continued to operate and after a some efforts by myself and District Councillor, Terry Mason. Road repairs to the High Street were carried out to the more severe pot holes there.

Cllr K James asked members that if they report any County matters that he is made aware of them so he can chase up the relevant departments on the Parishes behalf.

The County Council, Neighbourhood Highways Team Co-ordinator, Mr Simon Griffiths has contacted the Parish Councils in my Division to advise that this Team will be available to carry out work during the year at Pattingham and Perton. This will entail sending him a schedule of tasks involving overgrowth of weeds on footpaths, overhanging trees and hedges affecting public use, and the clearing of drains that cause flooding problems. The schedule of work should be sent to the County Council Gailey Office as soon as possible to enable the officers to draw up a timetable for implementation.

The Community Fund that provides support for local organizations will commence their application process shortly and if there are local causes that qualify for consideration, they can contact me to receive the application form. By email or a telephone call are required to initiate the request for a grant.
Keith James.
Member for the Pattingham and Perton Division of Staffordshire County Council.

County Councillor K James left the meeting at this point.

86/17. Outstanding matters from the County Council.

As an election had been taking place, no updates on the outstanding items had been received.

87/17. Authorisation of signatories for Cheques.

The cheque signatories are detailed below:-

Santander Account – Cllrs R Lines, T Mason and Mrs J Burton MBE and the Clerk
Playing Fields Account Nationwide – Cllrs Mrs J Burton MBE, T Mason and the Clerk
Fabric Fund Nationwide – Cllrs Mrs A Davies, D Billson and Mrs J Burton MBE

The above signatories were noted. However, it was agreed that the Clerk investigate and report back on alternate banking accounts to simplify the signatures on the accounts.

88/17. Review standing orders, Financial Risk Assessment and Financial regulations.

The Financial Regulations, Risk Assessment and Financial Regulations as set out as appendix 1 to these minutes were accepted and approved.

89/17. Review of inventory of land and assets including buildings and office equipment.

The assets of the Parish Council are listed below:-

Insurance schedule of assets as at 1st June 2016

Pattingham Playing Fields changing rooms	£139296.17
Gates and Fences	£20246.30
Street Furniture	£46073.81
Playground equipment	£71549.79
Other surfaces	£59177.47
General contents including Computer and ancillary equipment	£8659.37
Gardening equipment	£745.76
Sports Equipment	£44146.17
Total	£389984.84

These figures were noted. The Clerk to get a full breakdown of each item insured and bring this to the next meeting, so there is a full detailed analysis of the assets of the Council on file rather than the summary above.

90/17. Review and confirmation of arrangements for insurance cover in respect of all insured risks.

The current insurance policy is with Came and Co this policy expires on the 31st May 2019. This was noted.

91/17. Reviewing the Council's complaints procedure and Health and Safety policy.

These policies were accepted and are set out as Appendix 2 to the minutes. They were agreed and noted.

92/17. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

All local councils are obliged to prepare a scheme specifying council documents, copies of which members of the public may request. Such a scheme has been prepared by Pattingham and Patshull Parish Council and has been approved by the nationally based Information Commissioner. A copy of the scheme may be requested and will be emailed / posted. Copies of documents specified in the scheme will be charged at 25p per A4 side or emailed FOC.

The Parish Council does not have a publication scheme, so the model Publication Scheme below is attached as appendix 4 to these minutes.

This was agreed and noted.

93/17. Reviewing the Council's policy for dealing with the press/media

The proposed procedure is set out as appendix 5 to these minutes. This was agreed and noted.

94/17. Reviewing CCTV policy

The amended CCTV policy is set out as appendix 3 to these minutes. It was agreed and noted.

95/17. Members to review their Disclosable Pecuniary Interests

All members have been requested to check their forms and amendments will be made to the District Council.

96/17. To form any new Committees of the Council

The Chairman asked members to consider having a playing fields sub-committee, as many items on this agenda relate to the playing fields. If the Council formed a new sub-committee they could deal with the more day to day matters rather than having them on the full Council agenda each meeting. A summary can be presented from the sub-committee to the full Council each time the Council meets.

It was agreed to agenda this item for the next meeting.

97/17. To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2018.

The meeting dates are set out as below:-

19th June 2017	Pattingham Village Hall
24th July 2017	Pattingham Village Hall
11th September 2017	Pattingham Village Hall
16th October 2017	Crown Rooms, Burnhill Green
20th November 2017	Precept - Pattingham Village Hall
4th December 2017	Pattingham Village Hall
22nd January 2018	Pattingham Village Hall
5th March 2018	Crown Rooms, Burnhill Green
9th April 2018	APM Pattingham Village Hall
14TH May 2018	AGM Pattingham Village Hall

These were noted and agreed.

98/17. Matters arising from Previous Minutes.

98.1 Best Kept Village Competition

It was noted that the BKV Posters have only been put up in a few locations. The Children' posters have gone up around the village.

Cllr D Billson and his wife had undertaken to clear the area around the Co-Op and that was much improved following their efforts.

The Clerk was requested to ask the District Council for at least 5 or 6 litter pickers and hoops to hold the black bags for the volunteer litter pickers along with some gloves.

98.2 New lines by the school

It was noted that the new yellow lines had been put in by the school but were making no difference to the parents collecting children from the school. The traffic Warden had been to Pattingham prior to Easter, but did not book any cars as they moved before he could ticket them.

Members asked the Clerk to contact Helen Marshall at the District Council to request the Traffic Warden to come again.

98.3 Kissing Gate on the Millennium Walk

Mr J Teague has completed the Kissing gate and replaced the Millennium Walks finger post also.

99/17. Grant For Pattingham Baby and Toddler Group

A grant request for £500 has been received towards room hire costs for the above group. This grant was for the financial year 2016/17 as due to various reasons the grant was not received in time for the March meeting. It was proposed to give the above Group the grant of £500 by Councillor T Mason and seconded by Councillor Mrs S Hughes on a vote this was carried.

100/17. CPI Grant (possible bid to repair to handrail on Clive Road steps to the Footpath

The request to submit a CPI bid to the County has been received. The final date for submission is 1st June 2017. Members agreed to submit a grant for £630 to cover the costs for:-

- installing a new gate on the field at Hall End Farm at a cost of £260,
- a new finger post there also at a cost of £100,
- a handrail on the Clive Road exit from the Playing Fields at a cost of £150,
- to purchase 3 tonnes of hard-core to lay on the path from Marlbrook Road to Rudge Road £100

The Clerk to submit the bid ASAP.

101/17. Burnhill Green Lease.

No update has been received.

102/17. Asset Nomination form.

Information was circulated to all members on Asset Nominations from Cllr T Mason. Members discussed the pros and cons of nominating an asset. Cllr M Finch requested further time to look at criteria in detail to see if it is worth while trying to protect the Playing fields. He was reminded by members that the field has a 60 year lease in place between the Parish Council and the District Council, so the field is safe for 60 years.

Members agreed that this would be acceptable for him to look further into the above but there must be clear and strong reasons for proceeding undertaking this nomination. This to be an agenda for a future meeting when Cllr M Finch informs the Clerk that he has the details.

103/17. Grant Criteria.

The updated Grant application form is attached as appendix 7 to these minutes.

Members agreed that this form is acceptable and requested that the Clerk write to all of the organisations that receive a grant from the Council annually to inform them of the new form (enclosing a copy) detailing the requirements of the grant and that it must be claimed in the year it relates to.

104/17. Changing Rooms update.

Councillor S Hubble reported that he has vacuumed the cobwebs and swept the changing rooms, so they are now ready to have the floors jet washed and the walls wiped down. He is progressing trying to find a replacement shower unit, as well as looking into seeing if it is viable to get the broken unit repaired.

Members thanked Cllr S Hubble for all of his hard work in getting the changing rooms ready so far.

105/17. Basketball ring repair

The basketball ring is ready to go back up, Cllr M Finch will contact Cllr S Hubble to help him reinstall the ring.

106/17. CCTV Quotations

The Chairman reported that he had received 1 quote from the current supplier for the replacing of the CCTV system. He is in the process of getting 2 further quotes.

Following the adoption of the CCTV policy the Village Hall have returned their key to the Clerk so only the Parish Council now has access to the CCTV system. The Village Hall Committee have also requested that the CCTV system is not moved from its current location when it is re-installed.

107/17. Goalposts for the Playing Fields
110/17. Pitch Drainage Project – On – going maintenance

These 2 items were taken together as one depends upon the other.

Firstly the maintenance on the playing fields is coming to an end, so further maintenance will be required.

Therefore, to complete the Sport England grant the contingency amount of £5000 could be claimed to complete the project. DW Shottons have sent a quote for; Installing goalpost sockets, a maintenance schedule for the pitch, installing permanent markers in the corners of the pitch, preseason spike, harrow and fertilise the pitch and lastly to over-seed if required. The cost for the above is just under £3690+VAT. Members agreed that this work should be undertaken to complete the project.

Before this work can be undertaken the goalposts need to be purchased as they are required to mark the pitch out. There are 2 choices of posts aluminium ones that are removed after each game and stored or traditional heavy steel posts that would be left in situ. The Council agreed that the Playing Fields Fabric fund is used to purchase a set of aluminium goalposts and sockets at a cost of £1200 + VAT.

108/17. Signage for the Park – report by Cllr Billson

Cllr D Bilson showed members photographs of all the mismatched and damaged signs and bins within the area of the Village Hall.

Members agreed that the Clerk get some prices for replacement signs and this to be an agenda item for the next meeting.

109/17. Memorial Bench request and use of the Playing Fields

The following request has been received, it is a memorial bench to 2 stillborn babies…

“We’d like the bench to go on the Playing fields near the kissing gate opposite the school, there is a spot near the trees almost opposite 6 Westbeech Road. The bench would be made by David Ogilvie, The bench is manufactured all from steel, hot dip galvanize for weather and corrosion, then painted in 2 pack acrylic paint in black. A photo of a similar bench is attached, they come with a lifetime guarantee.

We are fundraising for this, total cost including professional installation is £1,151. We will have a mock up image of the bench ahead of the meeting."

Members agreed in principal that a bench can be located on the Playing Fields, but before it is purchased the bench will need to be approved by the Parish Council and the Council reserves the right to remove the bench if it becomes unsightly or dangerous in the future.

Use of playing fields

The following email has been received:-

" I am currently in the process of setting up a personal training, fitness and nutrition business. I am enquiring as to whether I can run fitness sessions on the village playing fields.

If this is possible, what process do I need to follow?
Many thanks in advance
Helen O'Donnell"

Members agreed that the field could be used by Helen O'Donnell to start her fitness class, the Parish Council would not expect any remuneration until she is set up and running (Approx 6 weeks). If the sessions are still running after this time then a donation could be given each week to the Playing Fields fund.

111/17. Report from the Clerk.

Matters for decision

Grounds Maintenance cost increase

We have received notification that a £5 increase is being placed on us by the Contractor increasing payment per month from £125 to £130. This was agreed.

Planning Applications

17/00355/AGRES Quarry Farm, Great Moor Road, Pattingham
Conversion of agricultural buildings to 2 dwellings

17/00333/FUL The Mews, Nurton Hill, Pattingham
2 storey front extension

17/00363/FUL Little Moor Grange Farm, Moor Lane, Pattingham
Conversion of redundant agricultural Barns into 3 new dwellings, adaption of existing barn to form 1 dwelling, demolition of existing barn and erection of oak frame carport

17/00390/FUL 24 Windsor Road, Pattingham
Single storey rear extension

17/00436/FUL 13 Wolverhampton Road, Pattingham
17/00347/LBC Single storey extension to the side and rer of the property to comprise of new kitchen, utility room and garage / workshop

Matters to Note

Information on the Great Get Together Day taking place of the weekend 17th and 18th June.
Department for Communities and Local Government are organising the above event for the weekend of the 17th and 18th June 2017, they are asking for local councils to get involved.
Business Matters flyer from Staffordshire Police
Business Crime Prevention / Support Flyer from Staffordshire Police
Salary increase for Clerk set by NALC at 1.4%
S137 rate for 2017/18 is £7.57 per elector (1831 electors x £7.57) = £13860.67 per annum
Community Council of Staff Goodlife Agent Briefing

112/17. Accounts for Payment.

Accounts for Pattingham Parish Council April to May 2017

Chq No	**Payee**	**Description**	**Total Inc VAT**
722793	SSCVA	BKV Entry	£19.00
722794	R Lines	Repayment for goal post sockets	£147.90
722795	SGS Systems	Call out for CCTV	£147.94
722796	SPCA	Annual Subscription	£411.00
722797	J Spaull	Ink cartridges	£17.25
722798	EON	Christmas light power	£56.24
722799	Diton Services	Grounds Maintenance	£1,125.00
722800	A Davies	Payment for church magazine subscription	£14.10
722801	Cancelled		
722802	J Spaull	Defib pads	£40.08
722803	J Spaull	AVG Software	£14.99
722804	J Teague	Works to playing fields and footpaths	£556.78
722805	R Lines	Cement for goal post fixings	£50.49
722806	Sutcliffe Play	New swing seats	£475.20
722807	J Spaull	Wages	£565.72
722808	S J Hopkins	Works to Christmas lights	£2,170.18
722809	Inland Revenue	April payment	£150.39
722810	A Horton	Payment for gardening	£130.00
722811	M Taylor	Reimbursement for fuel for mower	£13.91
722812	Pattingham Village Hall	Room hire	£49.40

722813	SSDC	Loan repayment	£1,500.00
722814	R Pullar	Audit fees	£250.00
722815	EE	Telephone bills x 4 months	£120.26
722816	Came and Co	Insurance renewal	£1,773.92
722817	J Spaull	May Payment	£565.52
722818	Inland Revenue	May Payment	£146.21
722819	A Horton	Grounds Maintenance	£130.00
	Total		**£10,641.48**

Income

Youth Club float		£13.96
Scottish Power	Refund	£823.31
St Chads Allotment Group		£120.00
VAT Reclaim		£906.89
Precept		£25,036.00
		£26,900.16

113/17. To receive the year end accounts including Internal Auditors Report.

The yearend accounts as set out as appendix 6 were agreed by the Council and the Chairman signed the audit form.

114/17. Items for future Meetings

Community Assets form – Cllr M Finch to add this to the agenda when he has looked into the reasons for nominating the Playing Fields.

115/17. Dates of Next Meetings –

19th June Pattingham Village Hall

Appendix 1 to the minutes of Pattingham and Patshull Parish Council held on the 15th May 2017

Financial Regulations

PATTINGHAM AND PATSHULL PARISH COUNCIL

FINANCIAL REGULATIONS [ENGLAND]

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These Financial Regulations were adopted by the Council at its Meeting held on ………..

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] 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

[1] Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall 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

- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

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

- approve any grant or a single commitment in excess of [£5,000]; and

- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].

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

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then the council.

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

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over [£500];
- the Clerk, in conjunction with Chairman of Council for any items below [£500].

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

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

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but transferred to nominated Bank Account for future use.

4.4. The salary budgets are reviewed at least annually by the Local Authority where a fixed increase is agreed on behalf of all employees on the local Government pay scales. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council. 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. The approved schedule shall be part of the minutes and signed by the Chairman of the Meeting when the minutes are signed. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, 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;

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

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants the Council shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk 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 [or duly delegated committee].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by one member of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two authorised signatories 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. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

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.

6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.13. 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.

6.14. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of [£35] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.

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

[3] Thresholds currently applicable are:

a. For public supply and public service contracts 209,000 Euros (£164,176)
b. For public works contracts 5,225,000 Euros (£4,104,394)

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

13. ASSETS, PROPERTIES AND ESTATES

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. 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].

13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

14.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

14.4. 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.

15. RISK MANAGEMENT

15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

15.2. When considering any new activity, the Clerk / 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. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

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.

* * *

Risk Assessment

Preamble and Guidance

Every Parish Council should have a system in place to help manage risk. This system will be simple for the smallest parishes and more complex for larger parishes and town councils. A council's internal auditor may use the risk management system to help identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most Clerks will already be assessing and managing risks in some way or other but there may be room to improve and document practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The Clerk should therefore ensure that members should:-

- Identify the key risk facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid, reduce or control the risk of consequence.

Every Council is different and there is no such thing as a standard list of risks. There are however a number of common themes that are likely to emerge. These might include:

- Physical assets – buildings, equipment, IT Hardware etc
- Finance – Banking, loss of income, petty cash etc.
- Injury to the public – in play grounds and recreation grounds, in village halls, at burial grounds etc.
- Complying with legal requirements – agendas and minutes, burial records, etc.
- Councillor propriety – declarations of interest, gifts and hospitality etc.

The Clerk needs to consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire and flood, damaged by vandals, stolen or simply deteriorate through lack of maintenance.

All these risks must be minimised or transferred by various means such as taking out insurance, securing alarms or by regular inspection and maintenance. In addition to identifying risk, it is a good idea to make a judgement about likelihood of the risk occurring and its potential impact. Classification need to be no more complicated than high, medium or low. There are 23 main ways of managing risk:

- Take out insurance
- Work with another party to reduce risk; or
- Manage the risk yourself.

The following Risk Assessment was considered by Pattingham Parish Council at its meeting of the May 2017 and will be reviewed annually at the May Annual Parish Meeting.

Signature of Chairman of Pattingham and Patshull Parish Council:___________________________

Date: _______________

Area = Assets

Risk	Level	Control (and agreed improvements)
Protection of Physical assets	M	Insured under the Council's insurance policy All assets are listed on the Insurance schedule

Area = Finance - Banking

Risk	Level	Control (and agreed improvements)
Banking	L	All funds are held in UK Bank accounts
Loss of income on investments	L	All funds are held with UK banks and are within the government protection level per bank
Cash Handling /	L	Any cheques or donations are banked also as soon as practical

Loss of cash through dishonesty		and are recorded on the Ratification list for the monthly Parish Council meeting. At present 2 signatories are required on cheques,
Financial Control and assets	M	Reconciliation of Bank Accounts reported to Council. 2 signatories on cheques. Cheque stubs initialled. Internal and external audits carried out. Internal control all cheques when signed have the appropriate invoice attached and that is countersigned by the 2 signatories.
Comply with HMRC Regulations	L	HMRC basic PAYE tools software is used to calculate all salaries and RTI is included in this package. All submissions are sent in a timely manner.
Precept not submitted	L	Precept is always agenda for the November Council meeting, This allows for any disagreements on the budget to be discussed and retaken at the January meeting so the precept request is submitted in time for the deadline in mid-January.
Precept not received	L	The Parish Council caries 2 months of reserve funds in case of such an emergency
Budget preparation	L	Budgets are prepared between October and November and presented to the November Finance Committee meeting. All Committees meet prior to the Finance meeting to ensure that if they have any budget requests they can be discussed at that meeting. The recommendation from the Finance meeting for the Precept is as above.
Reserves – ensuring adequacy of general and earmarked reserves	L	Reviewed at Budget Meeting and again at the year-end in April
Complying with borrowing restrictions	L	Yes
VAT reclaimed correctly	L	Vat is reclaimed quarterly (30th June, 30th September, 31st December and 31st March) and reported on the monthly ratification list on the month as appropriate.

Area = Liability

Risk	Level	Control (and agreed improvements)
Risk to third party, property or individuals	L	Insurances are in place. Play equipment is inspected weekly by the member of the Council. These dates are recorded and any issues are noted and dealt with immediately.
Legal responsibility as consequence of assets ownership	L	Annual inspection by ROSPA of play equipment.

Area = Employment Issues

Risk	Level	Control (and agreed improvements)
Complying with employment law	L	Yes – all staff have contracts of employment in place and insurers liability is up to date and displayed in the building.
Comply with inland revenue requirements	L	Yes – HMRC PAYE Basic tools payroll software is used to calculate salaries and links to online updates and RTI
Loss of Clerk	L	Most records are kept electronically and all files are kept at 153 Enville Road, Kinver. All files backed up twice weekly and back up removed from site.

Area = Legal Liability

Risk	Level	Control (and agreed improvements)
Liability of ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposals. Legal advice is sought if necessary.

Proper and timely reporting via the minutes	M	Full council meets on a Monday according to the agreed meeting schedule. Minutes are circulated to all members as soon as they are completed and are ratified at the next meeting of the Council. Minutes are published on the Parish Council's own website.
Proper Document control and safe guarding	L	The Clerk backs up all data files twice weekly.

Area = Councillor Propriety

Risk	Level	Control (and agreed improvements)
Registers of interest and gifts and hospitality in place	M	Register of interests completed. Gifts and hospitality to be advised at each meeting. Declarations of interest to be declared at each meeting. Councillors are obligated to adhere to the Localism act / code of conduct.
Libel and slander.	L	Insurance arrangements in place

PATTINGHAM AND PATSHULL PARISH COUNCIL STANDING ORDERS

The purpose of Part one – Law and Procedure for Local Councils is to provide a comprehensive and relevant commentary on all of the model standing orders in Part two – Model Standing Orders for Local Councils. *Section 7: Effective governance (page 49)* and *Section 8: Council meetings (page 52)* in Part one confirmed that a local council should undertake a review of its standing orders annually and explained why this is necessary.

Standing orders for the organisation and transaction of Councils' business are decided by full Council. A committee or sub-committee may decide its own standing orders if its appointing body (which is the Council in the case of a committee or a committee in the case of a sub-committee) has not made standing orders which apply to them.

Part two does not include financial regulations, namely a comprehensive set of model standing orders for the regulation of a Council's financial affairs and accounting procedures. Any reference in the model standing orders to financial regulations is a reference to a Council's standing orders for the regulation of its financial affairs.

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1 Meetings

Mandatory for full Council meetings

Mandatory for committee meetings

Mandatory for 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 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. All meetings will start at 7.45pm.

The Parish Council meetings are held on A Monday according to the schedule agreed by the Parish Council (except August) -Unless it is an election year then see 2a

b 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.

c Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.

d The period of time which is designated for public participation in accordance with standing order 1(d) above] shall not exceed (15) minutes and commences at 7.30pm before the Council meeting starts

e Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than (3) minutes.

f In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.

g In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for a oral response or to an employee for a written or oral response.

h A record of a public participation session at a meeting shall be included in the minutes of that meeting.

i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.

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

k 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.

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

m In accordance with standing order 1(c) 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.

n 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).

o 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.

p Subject to model standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.

q 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. (*See also standing orders 2 (i) and (j) below.*)

r Unless standing orders provide otherwise, 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.

s The minutes of a meeting shall record the names of councillors present and absent.

t If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

u The code of conduct / Localism Act adopted by the Council shall apply to councillors in respect of the entire meeting.

v 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. (*See also standing orders 7 and 8 below*.)

2 w 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.

x 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.

y Meetings shall not exceed a period of (3) hours.

2 Ordinary Council meetings (*see also standing order 1 above*)

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 new councillors elected take office.

b 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.

c If no other time is fixed, the annual Parish Meeting of the Council shall take place at 7.45pm.

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 directs.

e The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.

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

g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the 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.

i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the 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.

j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the Council, the order of business shall be as follows.

i. In an election year, delivery by councillors of their declarations of acceptance of office.
ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.
iii. Review and adoption of appropriate standing orders and financial regulations.
iv. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
v. Review of representation on or work with external bodies and arrangements for reporting back.
vi. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
vii. Review of inventory of land and assets including buildings and office equipment.
viii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
ix. Review of the Council's and/or employees' memberships of other bodies.
x. Establishing or reviewing the Council's complaints procedure.
xi. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
xii. Establishing or reviewing the Council's policy for dealing with the press/media
xiii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

3 Proper Officer

a The Council's Proper Officer shall be either (i) the clerk 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.

b The Council's Proper Officer shall do the following.

i. 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.
ii. 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).
iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least (1) days before the meeting confirming his withdrawal of it.
iv. Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.
v. Make available for inspection the minutes of meetings.
vi. Receive and retain copies of byelaws made by other local authorities.
vii. Receive and retain declarations of acceptance of office from councillors.
viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.

ix. Keep proper records required before and after meetings;
x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
xiii. Arrange for legal deeds [to be sealed using the Council's common seal and [to be signed by 4 councillors] and witnessed (*See also model standing orders 14(a) and (b).*)
xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
xv. Record every planning application notified to the Council and the Council's response to the local planning authority on a database.;
xvi. Refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if any) of the Planning and Development Committee within 2 working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning and Development committee
xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

4 Motions requiring written notice

a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least (8) clear days before the next meeting.
b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least (8) clear days before the meeting.
d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.
g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
h Every motion and resolution 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.

5 Motions not requiring written notice

a Motions in respect of the following matters may be moved without written notice.
i. To appoint a person to preside at a meeting.
ii. To approve the absences of councillors.
iii. To approve the accuracy of the minutes of the previous meeting.
iv. To correct an inaccuracy in the minutes of the previous meeting.
v. To dispose of business, if any, remaining from the last meeting.
vi. To alter the order of business on the agenda for reasons of urgency or expedience.
vii. To proceed to the next business on the agenda.
viii. To close or adjourn debate.
ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
x. To appoint a committee or sub-committee or any councillors (including substitutes) thereto.
xi. To receive nominations to a committee or sub-committee.
xii. To dissolve a committee or sub-committee.
xiii. To note the minutes of a meeting of a committee or sub-committee.
xiv. To consider a report and/or recommendations made by a committee or a sub- committee or an employee.
xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.

xvi. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed. *(See standing orders 14(a) and (b) below.)*
xvii. To authorise the payment of monies up to (£ 1000).
xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
xix. To extend the time limit for speeches.
xx. To exclude the press and public for all or part of a meeting.
xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
xxii. To give the consent of the Council if such consent is required by standing orders.
xxiii. T**o** suspend any standing order except those which are mandatory by law.
xxiv. To adjourn the meeting.
xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
xxvi. To answer questions from councillors.

b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
f Any amendment to a motion shall be either:
i. to leave out words;
ii. to add words;
iii. to leave out words and add other words.
g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.
j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding (4) minutes.
n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
p 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.
q A point of order shall be decided by the Chairman and his decision shall be final.
r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
s Subject to standing order 6(o) above, when a councillor's 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 silent or for him 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;
ix. to suspend any standing order, except those which are mandatory.

t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of conduct / Localism Act 2011 (England) (*See also model standing orders 1(d)–(i) above.*

a All councillors shall observe the code of conduct adopted by the Council.

b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.

c If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.

d Where you have a Disclosable Pecuniary Interest in a matter to be considered at a meeting, you may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once you have finished, or the meeting decides you have finished, you must leave the room and may not remain in the room during the discussion or vote on the matter.

8 Questions

a A councillor may seek an answer to a question concerning any business of the Council provided (7) clear days notice of the question has been given to the Proper Officer.

b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.

c Every question shall be put and answered without discussion.

9 Minutes

a 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.

b 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 order 5(a)(iv) above.

c 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.

d If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the majority of the ( ) and the minutes are confirmed as an accurate record of the proceedings."

e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

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

b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.

c If a resolution made in accordance with standing order 10(b) 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.

11 Rescission of previous resolutions

a 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 (4) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.

b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

a On voting for all positions of Chairman and Vice Chairman of the Parish Council it should be by secret ballot, and the Council will adopt the first past the post system. If there is a tied vote for a position this will be settled by the toss of a coin.

13 Expenditure

a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.

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

c 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 sub-committee or to the Clerk.

14 Execution and sealing of legal deeds (*See also standing order 5(a)(xvi) above)*

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

[In accordance with a resolution made under standing order 14(a) above, any four members of the Council, may sign, on behalf of the Council, and the Council seal added to the document, any deed required by law and the Proper Officer shall witness their signatures.

17 Extraordinary meetings (*See also standing order 1 above)*

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 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.

18 Advisory committees (*See also standing order 1 above)*

a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.

19 Accounts and Financial Statement

a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.

b 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 the 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. 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 May. 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.

20 Estimates/precepts

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

21 Canvassing of and recommendations by councillors

a 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.

b 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.

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

22 Inspection of documents

a 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 and request a copy for the same purpose. The minutes of meetings of the Council shall be available for inspection by councillors.

23 Unauthorised activities

a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

24 Confidential business

a Councillors shall not disclose information given in confidence or which they believe, or bought to be aware is of a confidential nature.

25 Power of well-being (England)

a Before exercising the power to promote well-being, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.

b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.

c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.

26 Matters affecting council employees

a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR [the HR committee] has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.

b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of the Council of any absence occasioned by illness or urgency.

c The Chairman of the HR committee shall upon a resolution conduct a review of the performance and/or appraisal of the employee's job title 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 by the HR committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution by the HR committee.

e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the HR committee, which shall be reported back and progressed by resolution of the HR committee.

f 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.

g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.

h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.

i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.

j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to (post holder) and/or the Chairman of the Council.

27 Freedom of Information Act 2000

a 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.

b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Council. The said Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

28 Relations with the press/media

a 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.

b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29 Liaison 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 councillor of the District and County Council representing its electoral ward.

b Unless the Council otherwise orders, a copy of each letter sent to the District or County Council shall be sent to the District or County councillor representing its electoral ward.

30 Financial matters

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 accounting records and systems of internal control;
ii. the assessment and management of financial risks faced by the Council;
iii. the work of the Internal Auditor 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;
v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.

b Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£10,000] shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.

c Any formal tender process shall comprise the following steps:

i. a public notice of intention to place a contract to be placed in a local newspaper;
ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.

d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

e Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

31 Allegations of breaches of the code of conduct

a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the next Parish Council.

b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.

c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.

d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Council shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.

i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
iii. Ensure that the public and press are excluded from meetings as appropriate.
iv. Ensure that the minutes of meetings preserve confidentiality.
v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.

e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman of the Council from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.

f References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

32 Variation, revocation and suspension of standing orders

a 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.

b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall be proposed by special motion, the written notice whereof bears the names of at least 5 Councillors.

33 Standing orders to be given to councillors

a 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.

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

c 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.

Appendix 2 to the minutes of the Pattingham and Patshull Parish Council held on the 15th May 2017

Pattingham and Patshull Parish Council's complaints procedure.(91.17)

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Pattingham and Patshull Parish Council's administration and procedures. It applies to Pattingham Parish Council's employees. Councillors are covered by the Code of Conduct / Localism Act adopted by the Council. Complaints against policy decisions made by the Council shall be referred back to Council [but note paragraph 11a of the Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.
3. If the Complainant prefers not to put the complaint to the Clerk to the Council he or she should be advised to put it to the Chairman of Council.
4. a) On receipt of a written complaint the Chairman of Council or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
   b) Where the Clerk to the Council or the Chairman of Council receives a written complaint about the Clerk to the Council's own actions, he or she shall refer the complaint to the Chairman of Council. The Clerk to the Council shall be notified and given an opportunity to comment.
5. The Clerk to the Council or Chairman of Council shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chairman of Council shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk to the Council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press, or deferred on appropriate advice received).
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
9. The Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

PATTINGHAM AND PATSHULL PARISH COUNCIL HEALTH & SAFETY POLICY

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

1.0 Statement of Safety Policy

1.1 Pattingham and Patshull Parish Council recognises and accepts its duty as an employer to provide a safe and healthy work place and working environment for all employees.
1.2 The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:-

a) providing and maintaining plant, equipment and systems of work that are safe and without risks to health;

b) ensuring that the use, handling, storage and transport of articles and substances is done in a safe manner without risks to health;

c) providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work;

d) maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition;

e) providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment;

f) undertaking and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses all matters relating to occupational health as it affects employees.

1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.

1.4 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974,

a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;

b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-

i) complying with all statutory regulations and any relevant code of practice;
ii) maintaining working areas in a tidy condition;
iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
iv) wearing appropriate protective clothing;

v) operating in accordance with any safe system of working laid down by the Council;

c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;

d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

2.0 Organisation

2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.

2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.

2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer, for park safety check lists a councillor may also be appointed.

2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.

2.5 The Clerk will be responsible for:-

a) collating accident reports;
b) organising training in safety matters for existing staff and all new entrants;
c) arranging and/or delegating risk assessments where necessary.

3.0 Implementation of Safety Policy

3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.
3.2 The Council will be responsible for:-

a) the promotion of accident prevention measures, advice and training;
b) the identification and elimination of potential hazards;
c) the development of safe working methods and environments;
d) regular inspection of work environments to check compliance with established regulations.

3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.

a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.

b) The Clerk will refer the matter to the Chairman of the Council.

c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.

3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.

3.5 The Clerk will be responsible for inspecting and maintaining the Defibrillator.

3.6 This Statement of the Council's Safety Policy will be reviewed and added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

3.7 Detail of risks, risk assessment, risk management and Health and Safety are provided as separate files as an addendum to this Policy.

3.8 A Copy of this Statement and supplements will be issued to all employees.

4.0 Health & Safety Regulations

4.1 **Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

4.2 **Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

4.3 **Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).

4.4 **Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.

4.5 **Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.

4.6 **Manual Handling Operations Regulations 1992 (Amended 2002)**: cover the moving of objects by hand or bodily force.

4.7 **Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.

4.8 **Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.

4.9 **The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.

4.10 **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.

4.11 **Noise at Work Regulations 1989:** require employers to take action to protect employees from hearing damage.

4.12 **Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.

4.13 **Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.

Adopted by Pattingham and Patshull Parish Council

Pattingham and Patshull Parish Council

CCTV Policy

Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV system located in Pattingham Village Hall and owned by Pattingham an Patshull Parish Council.

It was prepared after taking due account of the Code of Practice published by the Data Protection Commissioner (July 2000). This policy will be subject to periodic review by the Parish Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

The Parish Council accepts the principles of the 1998 Act based on the Data Protection Principles as follows:

- data must be fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive'
- accurate;
- not kept for longer than is necessary;
- processed in accordance with individuals' rights;
- secure;

Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- to reduce the fear of crime by persons using Council & Village Hall facilities so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups. This is to include the playing fields which incorporate the MUGA, children play area and tennis courts.
- to deter potential dog fouling around the Village Hall and the playing field.
- to reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- to assist the police, the Parish Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- to deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display outside Pattingham Village Hall.
- to assist all "emergency services" to carry out their lawful duties.

Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion at Council Committee meeting(s) and resolution at full Council meeting. All agendas are posted on the Parish Council website and notice board at least 3 clear days excluding weekends before Council meetings.

Responsibilities of the Owners of the Scheme

Pattingham and Patshull Parish Council retains overall responsibility for the scheme.

Pattingham and Patshull Parish Council

CCTV Code of Practice

Management of the System

Day-to-day operational responsibility rests with the Clerk to the Council and the Chairman of the Council who can be consulted out of hours, if and when necessary.

SGS will carry out a maintenance check when required and can access the system to carry out maintenance and essential repairs with the permission of the Clerk or Chairman of the Council.

The CCTV system is located in a locked cupboard in the office in the Village Hall.

The cupboard has one lock, the keys are held by the Chairman of the Parish Council and the Clerk.

Breaches of this policy will be investigated by the Clerk to the Council and reported to the Parish Council.

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention. A copy will also be available for reference in the secure recording area(s).

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the Parish Council and the Village Hall Committee.
3. No public access will be allowed to the recordings. The Police are permitted access to recording media if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit the Village Hall to review and confirm the Parish Council's operation of CCTV arrangements. Any visit by the Police to view images will be logged by the operator.
4. Operators should regularly check the accuracy of the date/time displayed.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons.

6. Images will not be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The Clerk of the Council would inform the Chairman of the Council of any such emergency.
7. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any extracted data that is handed to a police officer should be signed for by the police officer and information logged to identify the recording, and showing the officer's name and police station. The log should also show when such information is returned to the Parish Council by the police and/or the outcome of its use.
8. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Parish Council notified at the next available opportunity.
9. Any damage to equipment or malfunction discovered by the Clerk or Nominated Councillor should be reported immediately to the person responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Parish Council providing it does not breach security needs.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns or complaints regarding the use of the system will be considered by the Parish Council, in line with the existing complaints policy.

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Parish Clerk at any time.

Signed ……………………………………..
Print Name ………………………………………

Date ……../………/……….

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Information Commissioner's Office

Model Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
  The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.

Lists and Registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer.
Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

PATTINGHAM AND PATSHULL PARISH COUNCIL - MEDIA POLICY MARCH 2017

Introduction

1. Pattingham and Patshull Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk or, in his absence, **the Chairman.**

2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").

3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations.

The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.

5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee. Members of the public that wish to film, need to complete a form with their details on as a record of the filming.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate positon and views, they will make this clear.

15. The Council's Clerk, or in his absence, **Chairman m**ay contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Financial Summary - Cashbook

Summary between 01/04/16 and 31/03/17 inclusive.

Balances at the start of the year

Ordinary Accounts	
Cash in hand	£35.00
Santander	£20,083.41
Short Term Investment Accounts	
Nationwide Playing Fields 1373/704060866	£7,422.62
Nationwide Vill Hall Fund 1136/708023140	£4,347.18
Santander Deposit account	£19,503.19
Total	£51,391.40

RECEIPTS	Net	Vat	Gross
	£104,865.82	£0.00	£104,865.82
Total Receipts	£104,865.82	£0.00	£104,865.82

PAYMENTS	Net	Vat	Gross
	£77,873.94	£7,291.63	£85,165.57
Total Payments	£77,873.94	£7,291.63	£85,165.57

Closing

Ordinary Accounts	
Cash in hand	£0.00
Santander	£25,595.48
Short Term Investment Accounts	
Nationwide Playing Fields 1373/704060866	£13,522.50
Nationwide Vill Hall Fund 1136/708023140	£6,102.59
Santander Deposit account	£25,871.08
Total	£71,091.65

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
INCOME				
100	Donations	£0.00	£0.00	£0.00
101	Precept	£49,105.00	£49,105.00	£0.00
102	Sport England Grant	£37,038.00	£37,038.00	£0.00
103	Allotment Rent	£240.00	£240.00	£0.00
104	Misc Items	£0.00	£4,138.39	£4,138.39
106	Interest on Fabric Fund Account	£0.00	£5.41	£5.41
107	Interest on Playing Fields	£0.00	£0.00	£0.00
108	Receipts to Playing Fields	£0.00	£6,099.88	£6,099.88
109	Receipts for the Fabric Fund	£0.00	£1,750.00	£1,750.00
110	Interest on Santander deposit acc	£0.00	£104.40	£104.40
Total		£86,383.00	£98,481.08	£12,098.08
Total Income		£86,383.00	£98,481.08	£12,098.08
EXPENDITURE				
1	Administration	£1,250.00	£1,240.83	£9.17
2	Audit Costs	£750.00	£431.02	£318.98
3	Allotments	£100.00	£240.00	-£140.00
4	Allotment Church Insurance	£120.00	£112.92	£7.08
5	Best Kept Village Competition	£400.00	£419.00	-£19.00
6	Burnhill Green	£250.00	£50.00	£200.00
7	CAB	£300.00	£0.00	£300.00
8	CCTV	£250.00	£208.41	£41.59
9	Chairmans Allowance	£250.00	£250.00	£0.00
10	Play Park Loan	£1,500.00	£1,500.00	£0.00
11	Community Participation	£1,000.00	£991.55	£8.45
12	Christmas Lights	£3,765.00	£3,456.93	£308.07
13	Church Clock	£75.00	£150.00	-£75.00
14	Clerks Salary	£11,500.00	£10,250.41	£1,249.59
15	Defribulator	£120.00	£33.40	£86.60
16	Elections	£500.00	£0.00	£500.00
17	Footpath Maintenance	£1,100.00	£1,807.52	-£707.52
18	Gardening	£1,750.00	£1,969.80	-£219.80
19	Insurance			
19/1	Parish Liability	£1,000.00	£1,700.32	-£700.32
19/2	Pattingham Playing Fields	£1,500.00	£0.00	£1,500.00
19/3	Burnhill Green Playing Fields	£600.00	£0.00	£600.00
19/4	Allotments	£175.00	£77.33	£97.67
19	Total	£3,275.00	£1,777.65	£1,497.35
20	Litter	£1,500.00	£796.24	£703.76

Financial Budget Comparison

Comparison between 01/04/16 and 31/03/17 inclusive.
Excludes transactions with an invoice date prior to 01/04/16

		2016/2017	Actual Net	Balance
21	Mothers and Toddlers	£500.00	£0.00	£500.00
22	Old Peoples Welfare	£3,000.00	£3,000.00	£0.00
23	Parochial Church Council	£2,000.00	£4,000.00	-£2,000.00
24	Pensions	£2,200.00	£1,366.49	£833.51
25	Playing Flds Maintenance	£2,000.00	£3,114.87	-£1,114.87
26	Grounds Maintenance	£4,500.00	£3,500.00	£1,000.00
27	Playing Field Precept	£1,000.00	£0.00	£1,000.00
28	Section 137	£2,000.00	£0.00	£2,000.00
29	Subscriptions	£650.00	£940.10	-£290.10
30	Training	£500.00	£0.00	£500.00
31	Youth	£1,000.00	£0.00	£1,000.00
32	Grant Assisted Projects	£65,000.00	£36,266.80	£28,733.20
Total		£114,105.00	£77,873.94	£36,231.06
Total Expenditure		£114,105.00	£77,873.94	£36,231.06

Total Income	£86,383.00	£98,481.08	£12,098.08
Total Expenditure	£114,105.00	£77,873.94	£36,231.06
Total Net Balance	**-£27,722.00**	**£20,607.14**	

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:	PATTINGHAM & PATSHULL PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

	Agreed			'Yes' means that this smaller authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓			has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
	Yes	No	NA	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

and recorded as minute reference:

Signed by Chair at meeting where approval is given:

Clerk:

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Annual internal audit report 2016/17 to

Enter name of smaller authority here: PATTINGHAM & PATSHULL PARISH COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

Name of person who carried out the internal audit: MRS RUTA PULLAR

Signature of person who carried out the internal audit: R Pullar J. Date: 11/4/2017

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Pattingham and Patshull
Parish Council

GRANT APPLICATION FORM

Mrs Jenny Spaull (Clerk)
153 Enville Road
Kinver
South Staffordshire
DY7 6BN
Tel: 07534813053

E-mail: pattinghamparishcouncil@gmail.com
Website: pattinghamparishcouncil.com

Name of applicant: ______________________________

Contact Name: ________________________________

Address: _____________________________________

____

_____________________ Post code: ______

Contact Number: ______________________________

Please provide the latest 12 months accounts and 3 months bank statements with the application.

Return form either via email or post to the above address.

Brief description of project:

____

____

____

Grant Sum Required: ___________________________

Office use only

Minute Number:
Date of meeting: / /

Signed:
Dated:

NB: All grant applicants that are successful, must provide the Parish Council with a full report on how the funds have been spent and a set of accounts for their organisation to be presented to the Annual Parish Meeting in April each year. This project must also benefit the residents of Pattingham and Patshull Parish.

Signed: **Date: / /**