MINUTES OF A PATTINGHAM AND PATSHULL PARISH COUNCIL MEETING HELD ON MONDAY 14th MAY 2018 AT PATTINGHAM VILLAGE HALL

Present: Councillors: Councillors R Lines (Chairman), D Billson (Vice Chairman), *T Mason, S Hubble, J Tomlinson, **M Finch and Mrs A Davies

*Arrived at 7.58pm during item 53/18
**Arrived at 9pm during item 72/18

Also present Miss J Cree - Clerk

Public Forum

PCSO Sian Fryer and Special Constable Jorga Whittingham addressed the Council and ran through the crime stats as below:-

Nothing major to report from police for meeting tonight.

X3 ASB general nuisance mainly mop heads which have been dealt with.

OIL theft from farm and caravan broken into. Forensics involved.

Shed brake at farm.

The Police are running cadet sessions for young people from the age of 13 to 18 years old, these are funded from donations, and manned by volunteers. The scheme is running really well and the young people really seem to be enjoying the sessions. To publicise the cadets, the Chairman asked Jorga to pass on to the Clerk information for the website and perhaps a flyer for social media also.

Members thanked them both for attending the meeting.

48/18. Election of Chairman of the Parish Council for the Council Year 2018/9. (the new Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Chairman for 2018/9, Councillor R Lines. He was duly elected to the position and signed his declaration of acceptance of office. This was proposed by Councillor Mrs A Davies and seconded by Councillor D Billson. On a vote this was agreed.

49/18. Appointment of Vice-Chairman of the Parish Council for the Council Year 2018/19. (the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There was only one nomination for Vice Chairman for 2018/9, Councillor D Billson. He was duly elected to the position and signed his declaration of acceptance of office. This was proposed by Councillor Mrs A Davies and seconded by Councillor S Hubble. On a vote this was agreed.

50/18. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

The Councillors thanked the Chairman and the Vice-Chairman for all of their hard work and efforts in the last Council year.

51/18. Apologies for Absence.

Apologies of absence were received from Councillors J Dyas, K James, G Deane, W Hurford and Mrs S Hughes.

52/18. Declarations of Councillors' Interest.

None were declared.

53/18. To receive for confirmation and adoption, the Minutes of the Parish Council meeting held on 5th March 2018.

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

54/18. County / District Councillors to address the Council on any matters relevant to the Parish

Report from Cllr K James:-

Meetings that have taken place recently have concerned the Infrastructure needs that will need to be looked at in the County for improvements to highways and traffic flows around villages in Staffordshire that will be affected by new housing developments. The Amey organization presented a plan to members of the Council at Stafford illustrating the methods that they intend to use in improving the work on Highways and Pavement repairs in Staffordshire. As they are the Contractors for the County Council for road and infrastructure repairs. Many questions were asked about dealing with potholes and the quality of road repairs.

In response to the Clerk's request concerning parking enforcement outside the local school of St,Chads. I have sent details of the procedures involved in obtaining a contact for this purpose and I have also been sent from the District Council a further two names that may help to create safer traffic problems and tackle any long term parking on the yellow lines along WestBeech road. These are:

Lee.barnard@staffordshire.gov.uk 01785/278653

Alexander.moore@staffordshire.gov.uk 01785/278303

Extensive repairs have been made to the highway drain on the Wolverhampton Road at the traffic signals approach to assist in dealing with flooding issues there. The drainage has problems caused by tree roots and soil movements that hamper flows across the land. The drain will be monitored to keep any further floods becoming difficult.

The above was noted.

55/18. Outstanding matters from the County and District Council's

There are several areas of concern still outstanding, the road sign marking a bend on the Wolverhampton Road and the many pot holes around the Parish.

Members agreed that the outstanding items should be prioritised and passed to Cllr K James with a reference number, and details (including photographs where possible) for him to progress perhaps 2 at a time to try to slowly get the outstanding matters resolved.

Road Sweeping

The Chairman reported that he had met with Cllr Mary Bond and Bob Taylor to show them the problems with the lack of road sweeping in Pattingham. In the emails received it stated that certain Pattingham roads had been swept on the 5th February. On inspection with Cllr Mary Bond and Bob Taylor, it was clearly evident that the requested sweep had not taken place.

Estate roads in Pattingham are no longer routinely swept. In fact, only main roads (High Street, Westbeech and Clive Road) are on a quarterly schedule. Other roads are only done on request – and only after an inspection is carried out. However, they agreed to get the road sweeper out as soon as practicable, and the Clerk has posted an update for residents on the Website and Facebook stating if they are concerned over the roads being swept to contact the District Council directly to try to get them cleaned more quickly.

The main roads as identified in the email below should be swept 4 times per annum.

This had been an agenda item at the District Council in recent times, and they discussed that the Street Clean teams were the most visible members of staff / services of the District Council, and at that meeting it had been discussed re purchasing a new road sweeper. But this had not been actioned due to the costs prohibiting the purchase.

Email from Andy Cousins:-

"Hi Jenny

Thanks for your e mail.

We have a sweeping schedule for all the villages and the main roads in Pattingham i.e High St, Clive Roads, Westbeech Rd are swept on this route the last time being December.

We have also had enquiries regarding other roads that need sweeping and as such we have visited and swept Hall End Lane (amongst the cars), the Greenaway and the Orchard Lane / Letchmere Drive estates this year.

We regularly inspect the roads in Pattingham and grade the road condition as per a template we have. If the road falls below a certain standard then we will raise a ticket to for sweeping as in the case of the roads I have already mentioned.

Unfortunately due to certain issues we are behind with the schedule and as such will not be in Pattingham until June. We will continue to monitor the sites and if required will arrange for a sweep.

Regards

Andy"

<u>Updates on gritting</u>

The emails on this topic are below, it was noted that the Chairman had been in discussion with the County via the Clerk to try to get at least one road for residents, buses, school coaches, emergency services to be able to enter / exit the village in the knowledge that it should have been gritted if there is a forecast of ice or hoar frost.

It was agreed to send all correspondence on this matter to Helen Fisher, and copy Mark Keeling, Councillors T Mason and R Lines in on the correspondence.

Email from Mark Keeling:-

"Thank you for your email to Cllr Fisher in regards winter maintenance, Cllr Fisher has asked me to contact you directly.

The Council does of course understand that any impediment to the highway network such as the snow events we recently experienced, cause huge inconvenience and frustration for our residents and businesses.

With that said, the Council's available resource to carry out gritting and snow ploughing operations is limited. We have a finite number of vehicles and operatives, which have to treat large sections of the network.

I note the Wolverhampton Road is already treated as part of our extended road network which means it would be treated if Ice was forecast to be present for more than two hours and the road surface temperature was going to be below -0.5. The only treatment above this is our Primary route network which will treat or precautionary treat roads which are expected to fall close to or below freezing or if a hard frost is forecast.

There are no immediate plans to review the Council's Winter Maintenance Policy. The routes that receive priority for snow/ice treatments have been determined as requiring priority because of their key strategic roles in connecting destinations and because of their road classification. It is extremely unlikely that with our present resource and available budget we would see any additional roads being added to the routine treatment networks.

Kind regards

Mark Keeling"

Clerk's response:-

"Hi Mark

Thank you for your reply, but I feel the main point of issue has been missed...

We want Wolverhampton Road adding to the Primary Gritting Network - because it plays a key strategic role in connecting Pattingham to that network for our only bus route and primary school coach route. We accept the road classification does not meet the criteria - but neither does Wrottersley Park Road - which is included.

If you could perhaps re-look at this it would be helpful.

Jenny"

Updates on school parking

Email from County re parking by schools:-

It was noted that the member for Locality 5 is actively progressing this further, she has got support from the scheme from the County Council and the Councillors who have agreed to use their members fund to help get this scheme up and running. However, they would like to see it trialled first on a smaller scale.

Kinver Parish may well be the lead on this and costs are being sort. There is a scheme in Stoke running that was part funded form the PCC.

The emails relating to this subject are below:-

"From: *Hunt, Graham (S,G&C)*
Sent: *12 February 2018 10:00*
To: *Wilson, Victoria (County Cllr)*
Subject: *Camera crackdown on dangerous parking outside schools*

Hi Victoria,
You have two options: firstly if your concern is of a general nature, i.e. it applies to all schools in your division/South Staffordshire you can use your Divisional Highways Programme to commission the business case that Lee Barnard refers to. Then if the business case stacks up you will need to secure funding for the scheme as there is currently no allocation. So you would need to convince Mark Deaville of the merits of using a camera car.
If however you have concerns about a specific school then I would to take up Lee's offer of an enhance Civil Enforcement Officer presence. Again you would have to evidence the need but once that was done programming extra visits should be quite forward.
Best wishes,
Graham.

Community Partnerships Officer (Cannock Chase and East Staffordshire)
Democratic and Member Services
Staffordshire County Council
County Buildings,
Martin Street,
Stafford.
ST16 2LH"

Email from Cllr K James

"Hello Jenny,

Further to the School Parking problem in Pattingham. I am sending you a download from South Staffordshire District Council. As you will see the Civil Parking is the duty of the County Council. I have contacted them through my District Council membership to ascertain the procedure for Parishes in South Staffordshire. They state that the County communicate through the Clear Street Team with the Stoke on Trent Parking Team who hold powers necessary to enforce parking and can ticket the offending vehicles. They can also address the blocking of pedestrian/disabled crossing points and vehicle access crossings.
Any issues of vehicles parked dangerously or causing an obstruction is a matter for the Police. As I have indicated previously that local PSCO Officers have some authority in administering parking conditions and could be asked to look at the situation. I do not think that the County Council will be able to send their team to Pattingham at the times that parking problems are taking place at the school for observation and actions taken to address these matters.
Kind regards,
Keith James.
Member for Pattingham and Perton Division of Staffordshire County Council."

56/18. Authorisation of signatories for Cheques.

Santander Accounts – Cllrs R Lines, T Mason and Mrs A Davies, Clerk – it was agreed that these remain the same.

57/18. Review standing orders, Financial Risk Assessment and Financial regulations.

The amended standing orders were proposed by Cllr S Hubble and Seconded by Cllr Mrs A Davies and on a vote it was carried to adopt the amended Standing Orders document as per appendix 1 to these minutes.

The Financial Risk assessment and regulations were noted and are attached as appendix 2 to these minutes.

58/18. Review of inventory of land and assets including buildings and office equipment.

FIXED ASSET SCHEDULE 31st MARCH 2018

Asset	***Purchase Value***	***Insurance Value***	***Insurance Value***
		2016/17	**2017/18**
Bus Shelter	12967.20	9941.31	12967.20
Metal Bike Stand		510.17	515.27
Exterior Notice Board		1387.73	1401.60
4 Benches		3080.82	3111.62
Wooden Carved Village Sign		4813.63	4861.76
Commemorative Notice at Burnhill Green		1851.97	1870.48
Bench at Burnhill Green		769.59	777.28
Granite Plaque Burnhill Green		369.91	373.60
Festoon Lighting and Electrical box		7397.95	7471.92
2 Nature boards		5235.67	5288.02
Gates and Fences		991.78	1001.69
Fence and Wall around playing field		19254.52	19447.06
Office Contents		1134.30	1145.64
Personal computer & equipment		1936.48	1205.84
Lawn mower		745.77	753.22

Petrol Strimmer			250.00
Petrol Hedge Trimmer			250.00
Petrol Leaf Blower			250.00
Badge of Office		283.27	286.10
Pattingham playing Fields changing rooms		139296.17	140689.13
Youth Shelter		10715.09	10822.24
Playground Equipment	59150.11	59741.62	60339.03
MUGA Tennis courts		44146.17	44587.63
Burnhill Green Play area and additional items	0	76980.92	77750.72
Skate Park	15000.00		15000.00
Total		**£389,984.84**	**£394,417.05**

The schedule from last year has been increased by 1%, which appears to be what happens each year on the insurance schedule. It was proposed by Councillor Mrs A Davies and seconded by Councillor T Mason to accept the Fixed Asset Schedule as detailed above. On a vote this was carried.

59/18. 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. It was proposed by Councillor T Mason and seconded by Councillor D Billson to accept the current insurance arrangements.

60/18. Reviewing the Council's complaints procedure and Health and Safety policy.

These are attached as appendix 3 to these minutes. It was proposed by Councillor D Billson and seconded by Councillor T Mason to accept the existing policies, on a vote this was carried.

61/18. Reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

These are attached as appendix 4 to these minutes. It was proposed by Councillor T Mason and seconded by Councillor J Tomlinson to accept the existing policies, on a vote this was carried.

62/18. <u>Reviewing the Council's policy for dealing with the press/media</u>

These are attached as appendix 5 to these minutes. It was proposed by Councillor D Billson and seconded by Councillor Mrs A Davies to accept the existing policies, on a vote this was carried.

63/18. <u>Reviewing CCTV policy</u>

These are attached as appendix 6 to these minutes. It was proposed by Councillor S Hubble and seconded by Councillor T Mason to accept the existing policies, on a vote this was carried.

64/18. <u>Members to review their Disclosable Pecuniary Interests</u>

Members were requested to look at their forms online and forward any changes to the Clerk, Councillor Mrs A Davies stated she had amendment and the Clerk will forward a blank form for her to complete.

65/18. <u>To confirm the dates, times and place of ordinary meetings of the full Council for the year ahead to May 2018</u>

The dates below were agreed:-

18th June 2018	Pattingham Village Hall
30th July 2018	Pattingham Village Hall
10th September 2018	Pattingham Village Hall
15th October 2018	Crown Rooms, Burnhill Green
19th November 2018	Precept - Pattingham Village Hall
3rd December 2018	Pattingham Village Hall
21st January 2019	Pattingham Village Hall
4th March 2019	Crown Rooms, Burnhill Green
8th April 2019	APM Pattingham Village Hall
13/20th May 2019	AGM Pattingham Village Hall - because of

elections date needs to be confirmed…

The Clerk will email the village hall and The Crown at Burnhill Green to book the rooms.

66/18. GDPR process update

The Clerk is working through the items that need to be recorded and monitored, she is awaiting further clarification from NALC re the Data Controller role, as guidance is still unclear.

67/18. Tree Warden Information update

The District Council have sent an email asking for confirmation of the existing tree warden. The Clerk has written to this person to ask of he is still serving in this role and if it is ok to for SSDC to publish his name as per data protection guidelines. The Clerk to rewrite to request they do wish to have their details stored and they want to continue as a tree warden.

68/18. Church Fete.

As the Parish Council have now agreed to waive a fee for the use of the field for the coming dog fete in June, it was agreed to adopt this policy for the summer Church fete also. This was proposed by Councillor T Mason and seconded by Councillor J Tomlinson.

69/18. BKV Update including a decision in maintenance of the planters outside of the village hall

The Chairman had put up the BKV posters around the village. In doing this; that was when it was notice that the village needed road sweeping (please see minute above).

The Friends of Pattingham Group have yet to re-convene after the winter to organise completing the painting of the fence on West Beech Road. Councillor Mrs A Davies has the paint / brushes etc.

In addition it was noted that if residents that had a section of Highways Verge outside their property kept them neatly cut and maintained this would go a long way towards improving the village for the judges.

It was suggested for next year that perhaps a Best Kept Frontages competition could be offered to encourage people to also do outside their properties.

Councillor Mrs A Davies is organising the Sunflower and Garden competitions. She has 2 judges for both Burnhill Green and Pattingham for the Garden competition.

Several volunteers had come forward to litter pick a set area of the playing fields, members agreed that a note of thanks should be posted on social media pages and ask if anyone else wishes to come and help – the more the merrier…

The 4 wooden planters need to be replanted, the Chairman has approached the Flower Club, but they were unable to take on the responsibility to plant and maintain them. It was agreed that the Chairman have a budget of a maximum of £300 to organise the planting of the wooden flower troughs.

70/18. CAB Outreach

It had been agreed at the previous meeting to have this as an agenda item, but nothing further has been received from Dr Mathew Bird from Albrighton Surgery.

70/18. Report from the Clerk.

Matters to Note

Results of Public Rights of Way consultation

Local Government Pay Scales 2018/19

Following the recent National Joint Council for Local Government Services agreement on pay for local government employees, NALC has published Employment Bulletin E01-18 (attached) which sets out the new pay scales for clerks and other employees employed under the terms of the model contract including spinal column point 50 and above.

The settlement covers 2018-19 and 2019-20 and applies to those employed under the national conditions of service for local government. Implementation of the new pay scales is discretionary, and will require a decision to be made by individual councils (subject to contract).

NALC chairman Cllr Sue Baxter is meeting the local government minister Rishi Sunak MP next month and we will be flagging up with him that the increase on the lower end of the pay scale exceeds 2% and may have implications for budgets and precepts.

71/18. Accounts for Payment.

Ratification list for March to April Pattingham Parish Council

Chq No.	Payee	Description	Amount(inc VAT)
722917	PC World	Laptop	498.98
722918	A Horton	March Invoice	135.00
722919	Inland Revenue		150.39
722920	J Cree	Wages March	565.72
722921	Pattingham Village Hall	Room hire	19.00
722922	Pattingham Village Hall	Room Hire	120.00
722923	Viking Direct	Supplies	26.26
722924	Broxap	Skate Park	18000.00
722925	J Teague	CPI Work	250.00
722926	Pattingham Mothers and Toddlers	Grant	500.00
722927	Pattingham Allotment Group	Grant	380.00
722928	Pattingham Village Hall	Flicks in the sticks	444.00
722929	Crown Estates	Rent for Burnhill Green	240.00
722930	Festive Lights	New Christmas festoons	837.36

722931	Turnocks	New cable lights	691.20
722932	Dittons	Grass Cutting	1125.00
722933	Cancelled		
722934	Community Council	BKV Entry	18.75
722935	ESPO	Litter pickers etc	157.16
722936	J Teague	footpath work	250.00
722937	Viking Direct	Supplies	16.79
722938	D & S Oakworks	New Hand rail	624.00
722939	A Horton	April invoice	135.00
722940	J Cree	April wages	563.25
722941	Inland Revenue	April	141.40
722942	Rutele	Internal Audit	250.00
722943	BKV Supplies		20.38
722944	ESPO	Litter pickers etc	232.18
722945	Dittons	Ground Maintenance April	375.00
722946	Playdale	Park repairs	643.91
722947	Playdale	additional repair to cableway	520.61
DD	Utility Warehouse	February, March and April (over charge in Feb)	-48.76
DD	EE	Telephone Bill April and March	56.32
DD	BT	Phone bill March	46.08
			27984.98

Income Received

DD	Santander	Interest for February to March	35.00
DD	SCC	CPI Grant	458.00
DD	Precept		25036.00
			25529.00

The above payments were agreed.

72/18. To receive the year end accounts including Internal Auditors Report.

The year-end accounts are attached as appendix 7 to these minutes. It was proposed by Cllr Mrs A Davies and seconded by Cllr D Billson to accept the accounts. On a vote this was carried.

73/18. Items for future Meetings

Play Area intermediate inspections
Usage of the Tennis Courts
Usage of the football pitch
Armistice 100 year anniversary
Potholes in High Street, Orchard Close*
State of the footpath on Orchard Close*
Cleaning of the storm drains*
*Cllr J Tomlinson to forward reference numbers of the reported items to the Clerk for inclusion on the next agenda

74/18. Dates of Next Meetings –

18th June - Pattingham Village Hall

Pattingham and Patshull
Parish Council

Standing orders

To be Adopted May 2018

National Association of Local Councils (NALC)
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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

   i. to speak on an amendment moved by another councillor;

   ii. to move or speak on another amendment if the motion has been amended since he last spoke;

   iii. to make a point of order;

   iv. to give a personal explanation; or

   v. to exercise a right of reply.

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

q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (4) minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

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

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

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

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

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

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the**

public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

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

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

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

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

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

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

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

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of (3) hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (2) days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

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

c **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

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

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

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

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

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings
Committee meetings
Sub-committee meetings

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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

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

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (6) days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

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

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chairman or in his absence the Vice Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;

xvi. manage access to information about the Council via the publication scheme; and

xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council’s receipts and payments (or income and expenditure) for each quarter;

ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

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

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

   i. the keeping of accounting records and systems of internal controls;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

   v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts**

Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the chairman of the Council or, if he / she is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to its next meeting.

c The chairman of or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.

d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the chairman of the Council in his / her absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the next Council meeting.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a **The Council shall appoint a Data Protection Officer.**

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

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

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Appendix 2 to the minutes of Pattingham Parish Council held on the 14th May 2018

PATTINGHAM AND PATSHULL PARISH COUNCIL

FINANCIAL REGULATIONS [ENGLAND]

INDEX

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

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 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;

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

- 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).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

1.16. 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.

1.17. 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].

1.18. 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.

1.19. 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.

1.20. 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.

1.21. 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.

1.22. 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.

1.23. 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.

1.24. 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.

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

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

1.26. 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].

1.27. 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.

1.28. 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.

1.29. 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.

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

BUDGETARY CONTROL AND AUTHORITY TO SPEND

1.31. 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.

1.32. 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').

1.33. 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.

1.34. 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.

1.35. 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.

1.36. 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.

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

1.38. 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.

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

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

1.40. 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.

1.41. 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.

1.42. 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.

1.43. 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.

1.44. 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

1.45. 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.

1.46. 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.

1.47. 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.

1.48. 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.

1.49. 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.

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

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

1.52. 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.

1.53. 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].

1.54. 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.

1.55. 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.

1.56. 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.

1.57. 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.

1.58. 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.

1.59. 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.

1.60. 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.

1.61. 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.

1.62. 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.

1.63. 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.

1.64. 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.]

PAYMENT OF SALARIES

1.65. 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.

1.66. 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.

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

1.68. 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.

1.69. 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.

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

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

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

LOANS AND INVESTMENTS

1.73. 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.

1.74. 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.

1.75. 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.

1.76. 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.

1.77. 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.

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

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

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

INCOME

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

1.82. 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.

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

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

1.85. 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.

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

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

1.88. 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.

1.89. 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.

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

ORDERS FOR WORK, GOODS AND SERVICES

1.91. 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.

1.92. Order books shall be controlled by the RFO.

1.93. 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.

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

1.95. 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.

CONTRACTS

1.96. 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].

[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

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.

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.

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

1.97. 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).

1.98. 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.

1.99. 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.]

ASSETS, PROPERTIES AND ESTATES

1.100. 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.

[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)

1.101. 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].

1.102. 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).

1.103. 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).

1.104. 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.

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

INSURANCE

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

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

1.108. 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.

1.109. 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.

RISK MANAGEMENT

1.110. 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.

1.111. 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.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

1.112. 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.

1.113. 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 / Loss of cash through dishonesty	L	Any cheques or donations are banked also as soon as practical 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 Council meeting.
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

Appendix 3 to the minutes of Pattingham Parish Council held on the 14th May 2018

Pattingham and Patshull Parish Council's complaints procedure.

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/Mayor 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 on

Pattingham and Patshull Parish 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 Council pays annually by Cheque for registration to the Data Protection Act.

The Parish Council does not have a publication scheme, so the model Publication Scheme below is proposed to be adopted:-

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.

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.

The supplier of the equipment 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.)

Appendix 7 to the minutes of Pattingham Parish Council held on the 14th May 2018

Attachment 1.2

Explanation of significant variances in the accounting statements - Section 2

Local council name: PATTINGHAM & PATSHULL PARISH COUNCIL

Please explain any variances of more than 15% between the totals for individual boxes in Section 2. We do not require explanations for variances of less than £200; however, in some cases there may be '*compensating*' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. **We also ask you to explain any change where there is a movement to or from zero**. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 2	2016/17 £	2017/18 £	Variance (+/-) £	Detailed explanation of variance (for each reason noted please include monetary values (to nearest £10)
Box 2 *Precept*	~~48920~~ 49105	50072	~~+2.3%~~ 1.94	
Box 3 *Other income*	49496	11620	-326% ✓	
Box 4 *Staff costs*	14383	9408	-52.88%	
Box 5 *Loan interest/ capital*	1500	1500	∅	
Box 6 *Other payments*	61991	66837	+725% ✓	
Box 7 *Balances carried forward*	72118	56065	-28.63% ✓	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown.
Box 9 *Fixed assets & long term assets*	389984	397417	+ 1.87% ✓	**Explain all movements in this category and not just those above 15%**
Box 10 *Total borrowing*	12000	10,500	-14.28% ✓	

Income and Expenditure Account

31/03/17 £		31/03/18 £
	INCOME	
120.00	Income	11,266.67
0.00	Interest on Investments	353.55
0.00	Precept	50,072.00
120.00	**INCOME TOTAL**	61,692.22
	EXPENDITURE	
48,944.62	Expenditure	57,177.94
20,941.57	General Administration	15,594.20
7,987.75	S. 137 Payments	4,972.65
77,873.94	**EXPENDITURE TOTAL**	77,744.79
149,872.08	Balance as at 01/04/17	72,118.14
120.00	Add Total Income	61,692.22
149,992.08		133,810.36
77,873.94	Deduct Total Expenditure	77,744.79
0.00	Stock Adjustment	0.00
0.00	Transfer to/ from reserves	0.00
72,118.14	Balance as at 31/03/18	56,065.57

Consolidated Balance Sheet

31/03/17 £			31/03/18 £
	Current assets		
45,496.17	Investments	32,327.22	
0.00	Loans Made	0.00	
0.00	Investment	0.00	
0.00	Stocks	0.00	
906.89	VAT Recoverable	10,408.60	
120.00	Debtors	0.00	
0.00	Payment in Advance	0.00	
25,595.48	Cash in Hand at Bank	14,210.15	
72,118.54	TOTAL CURRENT ASSETS		56,945.97
72,118.54	TOTAL ASSETS		56,945.97
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
0.00	Creditors	880.00	
0.00	Receipts in Advance	0.00	
0.00	TOTAL CURRENT LIABILITIES		880.00
72,118.54	TOTAL ASSETS LESS CURRENT LIABILITIES		56,065.97
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
72,118.54	NET ASSETS		56,065.97
	Represented by		
72,118.14	General Fund		56,065.57
0.00	Earmarked Reserves		0.00
72,118.14			56,065.57

Signed ______________________ ______________________

Chairman Responsible Financial Officer

Date

AUDIT OPINION

Section 2 – Accounting Statements 2017/18 for

PATTINGHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	51391	72118	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	49105	50072	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	49196	11620	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	14383	9408	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	1500	1500-	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	61991	66837	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	72118	56065	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	71092	46537	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	389884	397417	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	12000	10,500	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

	Yes	No	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)			*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
		X	*N.B. The figures in the accounting statements above do not include any Trust transactions.*

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

...tion 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2018, that:

	Agreed Yes	Agreed No	'Yes' means that this authority:
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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and 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 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	N/A	
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 authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Annual Internal Audit Report 2017/18

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this 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 authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This 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 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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 13 04 18

Name of person who carried out the internal audit: Mrs Rita Pulloc

Signature of person who carried out the internal audit: Pulloc

Date: 16 04 18

*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, the annual internal audit report must explain why not (add separate sheets if needed).

Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
INCOME				
100	Donations	£0.00	£760.00	£760.00
101	Precept	£50,072.00	£50,072.00	£0.00
102	Sport England Grant	£4,000.00	£4,090.00	£90.00
103	Allotment Rent	£325.00	£0.00	-£325.00
104	Misc Items	£0.00	£6,416.67	£6,416.67
106	Interest on Fabric Fund	£0.00	£0.00	£0.00
107	Interest on Playing Fields	£0.00	£0.00	£0.00
108	Receipts to Playing Fields	£0.00	£0.00	£0.00
109	Receipts for the Fabric Fund	£0.00	£0.00	£0.00
110	Interest on Santander deposit acc	£0.00	£353.55	£353.55
Total		£54,397.00	£61,692.22	£7,295.22
Total Income		£54,397.00	£61,692.22	£7,295.22
EXPENDITURE				
1	Administration	£1,500.00	£2,919.81	-£1,419.81
2	Audit Costs	£750.00	£550.00	£200.00
3	Allotments	£325.00	£0.00	£325.00
4	Allotment Church Insurance	£100.00	£0.00	£100.00
5	Best Kept Village Competition	£400.00	£398.65	£1.35
6	Burnhill Green	£500.00	£200.00	£300.00
7	CAB	£0.00	£0.00	£0.00
8	CCTV	£3,500.00	£5,537.81	-£2,037.81
9	Chairman’s Allowance	£250.00	£250.00	£0.00
10	Play Park Loan	£1,500.00	£1,500.00	£0.00
11	Community Participation	£2,000.00	£95.00	£1,905.00
12	Christmas Lights	£4,750.00	£6,065.62	-£1,315.62
13	Church Clock	£75.00	£0.00	£75.00
14	Clerks Salary	£9,000.00	£7,554.33	£1,445.67
15	Defibulator	£120.00	£99.00	£21.00
16	Elections	£1,000.00	£1,717.60	-£717.60
17	Footpath Maintenance	£1,500.00	£2,111.80	-£611.80
18	Gardening	£1,750.00	£1,853.58	-£103.58
19	Insurance	£2,080.00	£1,773.92	£306.08
20	Litter	£2,000.00	£0.00	£2,000.00
21	Mothers and Toddlers	£500.00	£500.00	£0.00
22	Old Peoples Welfare	£3,000.00	£2,500.00	£500.00
23	Parochial Church Council	£2,000.00	£0.00	£2,000.00
24	Pensions	£0.00	£0.00	£0.00
25	Playing Flds Maintenance	£2,000.00	£3,713.48	-£1,713.48
26	Grounds Maintenance	£4,500.00	£606.58	£3,893.42

Financial Budget Comparison

Comparison between 01/04/17 and 31/03/18 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/17

		2017/2018	Actual Net	Balance
27	Playing Field Precept	£0.00	£0.00	£0.00
28	Grants / Other exp	£2,000.00	£1,574.00	£426.00
29	Subscriptions	£950.00	£35.00	£915.00
30	Training	£500.00	£0.00	£500.00
31	Youth	£1,000.00	£15,000.00	-£14,000.00
32	Grant Assisted Projects	£4,000.00	£8,995.91	-£4,995.91
33	Replacement bus shelter	£0.00	£11,056.00	-£11,056.00
34	STORAGE AT THE VILLAGE HALL	£120.00	£0.00	£120.00
35	CHRISTMAS LIGHT SWITCH ON	£150.00	£0.00	£150.00
36	BURNHILL GREEN RECREATION	£100.00	£0.00	£100.00
37	PLAYING FIELD MAINTENANCE	£477.00	£1,136.70	-£659.70
Total		£54,397.00	£77,744.79	-£23,347.79
Total Expenditure		£54,397.00	£77,744.79	-£23,347.79

Total Income	£54,397.00	£61,692.22	£7,295.22
Total Expenditure	£54,397.00	£77,744.79	-£23,347.79
Total Net Balance	**£0.00**	**-£16,052.57**	

Box 3 Variances on other income

Customer	descriotion		31/03/2017		31/03/2018	Difference	Explanation
Sport england	Grant for playing fields		37038		4090	-32948	Grant completed in 2018 final payment received
Donations							
	Use of playing fields for exercise clasees	0		60			
	Xmas light grant SCC	0		750			
	Bells run donation	0		150			
	trabnsfer to nationwide playing fields account	0		-200			
			0		760	760	
Allotment rent			240		120	-120	
misc item	Insurance refund	481.39		0			Insurance overpaid in previous year
	Insurance refund	1043.69		0			
	hire of field for church	150		0			Not charged for 2017/18
	scc grant	640		0			
	cpi grant	1000		0			Grant not received for 2017/18 yet
	refund scottish power	823.31		0			Over payment on changing rooms electricity
	Insurance claim for bus shelter	0		6416.67			Bus shletr had to be replaced due to vandalism
			4138.39		6416.67	2278.28	
Interest on fabric fund			5.41		0	-5.41	Account closed and moved to Santander
Recepits for playir	interest	9.23					
	income donation	5868.85					
	donation	200					
	funds from youth club	13.96					
	interest	7.84					Account closed and moved to Santandar
			6099.88		0	-6099.88	
Fabric fund donati	scouts		1750		0	-1750	
Santandar interest			104.4		353.55	249.15	Interest increased as closed Nationwide accounts and transferred all funs to Santandar
			49376.08		**11740.22**	**-37635.9**	

Box 4 Variances on other income

Supplier	**descriotion**		**31/03/2017**		**31/03/2018**	**Difference**	**Explanation**
Clerks salary	Pensions		1366.49		0	-1366.49	New Clerk not in pensions scheme
	Broadband and home costs		92.62		0	-92.62	Previous Clerk claimed Broiadband and electricity costs
							New Clerk works less hours