

2nd June 2026

Dear Sir/ Madam

You are hereby summoned to attend the Full Council Meeting to be held in the Town Hall on Monday 8th June 2026, at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer & RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 Apologies for Absence

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

03 Minutes of Previous Meetings

- 3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 11th May 2026.
- 3.2 To **ADOPT** the minutes of the Amenities Committee Meeting on the 1st June 2026.

04 Mayors Report

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

To receive the Mayors Report

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

- 6.1 All agreed minutes filed.
- 6.2 All payments authorised.
- 6.3 Acceptance of Office filed.
- 6.4 All TOR updated and placed on the website
- 6.5 Committee members updated and placed on the website
- 6.6 Updated policies placed on the website.
- 6.7 Strategic Plan meeting pending.
- 6.8 Insurance renewed.
- 6.9 Waiting on NNDC toilet feasibility study.
- 6.10 CCTV at Town Hall – waiting on quotes
- 6.11 AGAR sent to PKF Littlejohn.
- 6.12 Internal auditors action plan pending.

07 Amenities

- 7.1 Update on Millside's weekly playground inspections and to consider and agree any actions. (JH)
- 7.2 Update on the bin at the Town Hall and to consider and agree any actions.
- 7.3 Update on quotes for the kitchen hatch and to consider and agree any actions.
- 7.4 To consider and agree Councils recommendations on a future development on Yarmouth Road.

08 Finance & General Purposes Committee

- 8.1 To consider and agree May's reconciliations accounts.
- 8.2 To consider and agree June's payments.
- 8.3 To consider and agree if to donate to the Skate Park.

09 Training

10 Policies, Documents and Communications.

- 10.1 Update on the Community awards and to consider and agree any actions.(CS)
- 10.2 To consider and agree Councils Play Inspection Risk Assessment.
- 10.3 To consider and agree Councils Lone Working Policy.
- 10.4 To consider and agree the Council Induction Pack for new members.
- 10.5 Update on Councils Social Media and to consider and agree any actions.
- 10.6 To consider and agree Councils updated Standing Orders.
- 10.7 To consider and agree Councils updated Financial Regulations.
- 10.8 Update on NALC membership and to consider and agree any actions.
- 10.9 To consider and agree Councils Reserves Policy.

11 Events

- 11.1 To consider and agree a request to move events to the Poppy Centre from the High Street.
- 11.2 To consider and agree for Council to hold a Job Fair in November.

12 To Report any other business.

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:

S106 Application for the Skate Park
Town Signage working group and TOR.

13 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

13.1 Update on the Youth Club and lease and to consider and agree any actions.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 13th July 2026.



MINUTES OF THE ANNUAL FULL COUNCIL MEETING HELD ON
MONDAY 11th MAY 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, P Wilmshurst, R Wilmshurst, M Green,
C Scrivner, M McGeary, R Hood and M Taylor.

Members of Public: – 2

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Election of Mayor/Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Bayes as Mayor/Chair.
Cllr Bayes signed the Acceptance of Office.

02 Election of Deputy Mayor/Vice Chair

The motion was proposed, the motion was seconded,
Members **VOTED** Cllr Green as Vice Mayor/Vice Chair.
Cllr Green signed the Acceptance of Office.

03 Apologies for Absence

Cllr Maisey - away
The motion was proposed, the motion was seconded,
Members **AGREED** Cllr Maisey's' apologies for absence.

04 Declarations of Interest and requests for Dispensations

None

05 Minutes of Previous Meetings

5.1 To agree and sign the minutes of the Full Council Meeting held on the 13th April 2026.

The motion was proposed, the motion was seconded,
Members **AGREED** the minutes of the Full Council Meeting held on the
13th April 2026.

06 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed, the motion was seconded, Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

Councillor Taylor gave his County report.

Councillor Taylor gave his District report.

The motion was proposed, the motion was seconded, Members **AGREED** to resume the meeting

Cllr Taylor left the meeting.

07 Interest Forms

7.1 Annual review of members interest forms.

The Chair reminded members to update their interests forms when they join new clubs and societies within NNDCs' boundary.

08 Committees

8.1 To review the Amenities and Property Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Amenities and Property Committee Terms of Reference.

8.2 To appoint members for the Amenities and Property Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Toone, Maisey, Hood, Willoughby and P Wilmshurst to the Amenities and Property Committee

8.3 To appoint a Chair and Vice Chair of Amenities and Property Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED**

Cllr Toone – Chair

Cllr Willoughby – Vice Chair

8.4 To review the Finance & Data Protection Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Finance & Data Protection Committee Terms of Reference

8.5 To appoint members for the Finance & Data Protection Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Toone, Scrivner, Hood, Green and Willoughby

8.6 To appoint a Chair and Vice Chair of Finance & Data Protection Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED**

Cllr Scrivner – Chair

Cllr Willoughby – Vice Chair

8.7 To review the Employment Committee Terms of Reference.

The motion was proposed, the motion was seconded, Members **AGREED** the Employment Committee Terms of Reference.

8.8 To appoint members for the Employment Committee.

The motion was proposed, the motion was seconded, Members **APPOINTED** Cllrs Green, Scrivner, McGeary and Hood.

8.9 To appoint a Chair and Vice Chair for the Employment Committee.

The motion was proposed, the motion was seconded,

Members **APPOINTED**

Cllr Green – Chair

Cllr Hood – Vice Chair

8.10 To review the Events Committee Terms of Reference.

The motion was proposed, the motion was seconded,

Members **AGREED** the Events Committee Terms of Reference.

8.11 To appoint members for the Events Committee.

The motion was proposed, the motion was seconded,

Members **AGREED** all members to be on the Events Committee.

8.12 To appoint a Chair and Vice Chair for the Events Committee.

The motion was proposed, the motion was seconded,

Members **APPOINTED**

Cllr Hood – Chair

Cllr McGeary – Vice Chair

09 Council Policies and Documentation

9.1 To consider and agree if to adopt the General Power of Competence.

The Clerk confirmed she held the CiLCA qualification and Council was 2 thirds elected.

The motion was proposed, the motion was seconded,

Members **AGREED** to adopt the General Power of Competence

9.2 To review and agree Council's Standing Orders.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Standing Orders

9.3 To review and agree Council's Code of Conduct policy.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Code of Conduct policy

9.4 To review and agree Council's Financial Regulations.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Financial Regulations.

9.5 To consider and agree Council's Working Group TOR.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Working Group TOR.

9.6 To consider and agree Council's Scheme of Delegation.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Scheme of Delegation.

9.7 To consider and agree Council's Insurance Renewal.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Insurance Renewal.

9.8 To consider and agree Council's Grant Awarding Policy.

The motion was proposed, the motion was seconded,

Members **AGREED** Council's Grant Awarding Policy.

9.9 Update on Councils' 5 Year Strategic Plan and to consider and agree any actions.

The motion was proposed, the motion was seconded,

Members **AGREED** for the Clerk to arrange a Strategic Plan meeting twice a year, to review and enable this plan.

9.10 To consider and agree if to subscribe to NALC for 2026/2027.

The motion was proposed, the motion was seconded,

Members **AGREED** to have NALC confirm what the subscription includes and then report back to Council.

10. Amenities and Property Committee

- 10.1 Update on the public toilets from NNDC and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to request the date of the feasibility study for new toilets in Stalham from NNDC and then wait until this has been completed and received by Council.
- 10.2 Update on CCTV for the Town Hall and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** to install the Floodlight CAM Wired Pro for £199.99 and the monthly subscription.
- 10.3 Update on Millside playground inspections and to consider and agree any actions.
The meeting was updated that the Annual Inspection work is ongoing.
No action required.

11. Finance and Data Protection

- 11.1 To consider and agree reconciliations of accounts for April.
The motion was proposed, the motion was seconded,
Members **AGREED** bank reconciliations for April
- 11.2 To consider and agree May's payments.
The motion was proposed, the motion was seconded,
Members **AGREED** May's payments.
- 11.3 To agree and sign the Annual Governance Statement 2025/2026. (Section 1).
The motion was proposed, the motion was seconded,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 1).
The Chair signed Section 1.
- 11.4 To agree and sign the Accounting Statements 2025/2026. (Section 2)
The motion was proposed, the motion was seconded,
Members **AGREED** the Annual Governance Statement 2025/2026. (Section 2).
The Chair signed Section 2.
- 11.5 To agree the explanation of variances for the AGAR 2025/2026.
The motion was proposed, the motion was seconded,
Members **AGREED** the variances for the AGAR 2025/2026.
- 11.6 To consider and agree the Notice of Public Rights to Inspection of the Accounts.
The motion was proposed, the motion was seconded,
Members **AGREED** the Notice of Public Rights to Inspection of the Accounts.
- 11.7 To consider and agree the bank reconciliation for 2024/2025.
The motion was proposed, the motion was seconded,
Members **AGREED** to amend the resolution to say:
"To consider and agree the bank reconciliation for 2025/2026."
The motion was proposed, the motion was seconded,
Members **AGREED** the bank reconciliation for 2025/2026.
- 11.8 To consider and agree if to subscribe to ChatGPT Business.
The motion was proposed, the motion was seconded,
Members **AGREED** the following:
To subscribe to ChatGPT Business for 6 months then report back to Council.
For Cllr Hood to look into AI training for the Clerk and Admin Assistant to complete.
Cllr Hood to look into an AI Policy for Council.
- 11.9 Update on S106 and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** for this to go on the Strategic plan meeting
- 11.10 To agree the Confirmation of dates of the period for the exercise of Public Rights.
Already resolved Item 11.6.

11.11 To consider and agree the Internal Auditors report.
The motion was proposed, the motion was seconded,
Members **AGREED** for the Clerk to put together an action plan and present this
to the Finance Committee.

12. Asset Register

12.1 To consider and agree the Asset register for 2025-2026
The motion was proposed, the motion was seconded,
Members **AGREED** the Asset register for 2025-2026.

13. To Report any other business

Note that this is to report matters for inclusion in a future agenda or matters
which require no decision to be made by the Council.

13.1 FOI – 3 for 2025-2026 totaling 2.5 hours of time
Cllr Bayes requested a new bus shelter for the High Street be placed on the
next available agenda.

The Clerk informed the meeting Council had numerous thank you' s from
residents and visitors for the Annual Town Meeting.

Cllr Scrivner requested for the Community Awards be placed on the next
available agenda.

Cllr Scrivner raised about the residents insurance claim.

13.2 Delegated Authority.
Community Awards final voting on FB

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the
Press and Public be excluded due items pertaining to employment and legal
issues.

14.1 Update on Employment issues and to consider and agree any actions.
The motion was proposed, the motion was seconded,
Members **AGREED** the Discretionary Bonus Scheme and Policy

15. Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Full Council 8th June 2026.

MEETING CLOSED : 9:00pm

CHAIR: _____ DATE: _____

MINUTES OF THE AMENITIES COMMITTEE MEETING HELD ON
MONDAY 1ST JUNE 2026 AT THE TOWN HALL

Present: Cllrs: S Toone (Chair), M Willoughby, R Hood, S Maisey and P Wilmshurst

Clerk: Ms D. Joy

Public: 0

MINUTES

01 APOLOGIES FOR ABSENCE

None

02 DECLARATION OF INTEREST AND REQUESTS FOR DISPENSATION.

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

None

03 MINUTES FROM PREVIOUS MEETINGS.

3.1 To agree and sign the minutes of the Amenities Committee held on the 2nd March 2026 and ADOPTED by Full Council on the 9th March 2026.

The motion was proposed,

Members **AGREED** the minutes of the Amenities Committee held on the 2nd March 2026 and **ADOPTED** by Full Council on the 9th March 2026.

04 PUBLIC PARTICIPATION TIME

The meeting will be adjourned for a period specified in the Resolution (no longer than 15 minutes) to allow Members of the Public, and any Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting.

No members of the public wished to speak.

The motion was proposed,

Members **AGREED** to resume the meeting

05 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

5.1 Minutes filed.

5.2 New Wi-Fi fitted at the Town Hall.

5.3 Oven fixed.

5.4 APC Pest control employed.

5.5 Allotment holders agreement updated.

5.6 Plot holder informed about plots 1a & b.

5.7 High Street flags ongoing.

5.8 Waiting on update for repair of village sign.

5.9 New bench for Richard Jackson in place.

5.10 Landscaping around the town – ongoing.

5.11 Maintenance work at Millside ongoing.

06 TOWN HALL

- 6.1 To consider and agree if to place protective wall panels.
The motion was proposed,
Members **AGREED** for the Clerk to go back to the contractor for more information.
- 6.2 To consider and agree if to take the water heater off the timer.
The motion was proposed,
Members **AGREED** to leave the system as it.

BURIAL GROUNDS

- 7.1 To consider and agree a resident's proposal for St Mary's Church yard.
The motion was proposed,
Members **AGREED** not to action this proposal due to the sensitivity of the area.
- 7.2 Update on flint walls at St Mary's burial ground and to consider and agree any actions.
The motion was proposed,
Members **AGREED** for a Councilor to inspect the wall every 6 months and the Clerk to add this to the maintenance schedule.

08 ALLOTMENTS

- 8.1 To consider and agree if to fix the gate at the allotments and place a combination lock on it.
The motion was proposed,
Members **AGREED** for Cllr Wilmshurst to look at the gate and to place a combination lock on it that is changed 4 times a year.
- 8.2 To consider and agree if to make Plot 26 , 2 plots once cleared.
The motion was proposed,
Members **AGREED** to make Plot 26 into 3 plots once cleared.
- 8.3 To consider and agree if to allow plots to those outside of Stalham.
The motion was proposed,
Members **AGREED** to allow those outside Stalham to have plots on the allotments, but priority is always given to Stalham residents.

09 HIGHWAYS

- 9.1 To consider and agree if to take on a Foot Path Audit.
The motion was proposed,
Members **AGREED** not to take on a Foot Path Audit as this was County Councils responsibility.
- 9.2 To consider and agree if to place the SAM2 on Yarmouth Road.
The motion was proposed,
Members **AGREED** to contact Highways for permission for the new location, and subject to the relevant permissions install the SAM2 in the new location and request the Police to do a speed check.

10 STREET FURNITURE

- 10.1 Update on the bus stop at the top of the High Street and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to apply to have a new bus stop at the top of the High Street from the NCC Grant.
- 10.2 To consider and agree the quote to fix the lamp at the corner of the Town Hall.
The motion was proposed,
Members **AGREED** the quote to fix the lamp at the corner of the Town Hall.
- 10.3 Update on the Tommy and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to place the Tommy at the garden area at the top of the High Street.

11 **STREET LIGHTS**

12 **PROCEDURAL**

13 **STAITHE**

14 **LAND**

15 **TO REPORT ANY OTHER BUSINESS**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

Cllr Toone informed the meeting that a group is still going around the town on motorbikes being anti-social.

The Clerk informed the meeting this should be reported to the Police.

16 **DATE OF NEXT MEETING**

16.1 To confirm the next meeting of this Committee is 7th September 2026

MEETING CLOSED: 7:55pm

CHAIR: _____

DATE: _____

Millside Playground

		Name - Julie Hodds				Month - May	
		Date	8.5.26	15.5.26	22.5.2026	29.5.2026	Comments
	General						Old sign now removed
	gates	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	fences	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	signage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	grass	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	bins	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Swings						Moss still at back of matting
	chains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	seats	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	matting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	fixings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Slide						
	slide	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	frame	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	steps	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	3 low-level activity trail						Broken part of trail - photo below
	structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	fixings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	Activity trail walk						
	structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	chains	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
	fixings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		



**Bank Reconciliation Statement as at 31/05/2026
for Cashbook 4 - Unity Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	31/05/2026	2	106,569.97
			<u>106,569.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			106,569.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			106,569.97
		Balance per Cash Book is :-	106,569.97
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

**Bank Reconciliation Statement as at 31/05/2026
for Cashbook 6 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA	31/05/2026	2	103,000.00
			<u>103,000.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			103,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			103,000.00
		Balance per Cash Book is :-	103,000.00
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

June's Payments										
NO	A/C Code	Cost Code	Payable to	Payment Method	Description	Invoice No	Net	VAT	Gross Amount	R
	4015	200	Engie	D/D	Street Lights April 2026	6052873	£619.70	£123.94	£743.64	
	4251	700	EON	D/D	Town Hall Electric May 2026	N/A	£143.86	£7.19	£151.05	
	4221	100	EE	D/D	Mobiles - 28.4.26-28.5.26	N/A	£50.00	£10.00	£60.00	
	4221	100	BT	D/D	Phone & Internet June	N/A	£66.95	£13.39	£80.34	
	4010	200	Cozens	ONLINE	Street Lights June25	10784	£150.00	£30.00	£180.00	
	4120	600	Wave	D/D	Water 1.3.26 - 31.5.26	16624156	£148.85	£82.14	£148.85	
	4201	100	Unity Bank	D/D	Bank Charges May	N/A	£0.00	£0.00	£17.50	
	4300	500	Doreen Joy	ONLINE	Employment Costs	N/A	£3,808.05			
	4300	500	Julie Hodds	ONLINE						
	4300	500								
	4400	500	Norfolk Pension Fund	D/D						
	4301	500	Sage	ONLINE	Payroll 16/5/26-15/6/26	2006920	£11.00	£2.20	£13.20	
	4025	300	NNDC	ONLINE	Bin & Dog Bins 2026/2027	1020432	£2,574.00	£514.80	£3,088.80	
	4025	400	NNDC	ONLINE	Campingfield Bins 2026/2027	1020727	£460.20	£0.00	£460.20	
	4440	700	Hall Booking Online	D/D	Subscription for online booking system	stalham-04	£120.00	£24.00	£144.00	
	4250	400	Nick Hindle	ONLINE	Make safe headstone	2577	£48.00	£9.60	£57.60	
	4256	700	Amazon	ONLINE	Ring Doorbell	1753102-5575526	£0.00	£0.00	£199.99	
	4461	201	The Galley	ONLINE	Duplicate stall payment - Artisan Fayre	N/A	£0.00	£0.00	£27.00	
	4215	201	Stalham WI	ONLINE	Buffett for ATM	3	£0.00	£0.00	£200.00	
	4032	300	Kevin Bayes	ONLINE	Flowers and soil for planters	N/A	£0.00	£0.00	£195.84	
	4310	100	SLCC	ONLINE	Julie Hodds GDPR course	QL208985-1	£38.50	£7.70	£46.20	

Signatories :

S.Toone _____

K. Bayes _____

Agreed Full Council :13.4.2026

Chair _____

RFO _____

Assessment Prepared By:	Clerk on behalf of the STC	Document Reference:	Risk Assessment – Playground Inspections
Date of Assessment:		Scope:	Routine inspection of council-owned play areas

What are the Hazards	Who might be harmed	Controls	Residual	Score	Risk Status	Further Actions Required?	Action by Whom?	Action by When?	Action Completed Date
Slips, trips and uneven ground	Inspector	Inspect surfaces before proceeding. Wear appropriate footwear.	L		Tolerate	Ensure inspection checklist includes surface condition	Inspector	Ongoing	
Damaged or defective play equipment	Inspector / Public	Visually inspect equipment. Do not use equipment. Report defects immediately.	M		Action	Arrange repair or isolation of equipment	STC	As required	
Sharp objects / hazardous waste (e.g. glass, needles)	Inspector	Do not handle directly. Report immediately for safe removal.	M		Action	Arrange specialist removal if required	STC	Immediate	
Aggressive or confrontational behaviour from public	Inspector	Avoid confrontation. Leave site if unsafe. Report incident.	M		Action	Review need for accompanied inspections if recurring	Clerk	As required	
Manual handling	Inspector	Avoid lifting heavy items. Use correct techniques.	L		Tolerate	Provide training if required	STC	Ongoing	

Adverse weather conditions	Inspector	Do not carry out inspections in severe weather conditions.	L		Tolerate	Reschedule inspection if required	Inspector	As required	
Working alone	Inspector	Follow Lone Working Policy. Use check-in system and carry mobile phone.	M		Action	Ensure compliance with Lone Working procedures	Clerk	Ongoing	
Contact with biological hazards (animal waste, insects)	Inspector	Avoid contact. Wear gloves if required. Wash hands after inspection.	L		Tolerate	Include in inspection guidance	STC	Ongoing	

Risk Scoring Definitions:

Low (L): Unlikely to occur / minor injury

Medium (M): Possible occurrence / injury requiring attention

High (H): Likely occurrence / serious injury or fatality

LONE WORKING POLICY

PURPOSE OF THIS POLICY

The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. **This policy is implemented in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.**

This document:

- Raises awareness of the safety issues relating to lone working,
- Identifies and assesses potential risks to an individual working alone,
- Explains the importance of reasonable and practicable precautions to minimise potential risk,
- Provides appropriate support to lone workers, and,
- Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

THE SCOPE OF THIS POLICY

It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors. **Councillors should nevertheless follow good practice when undertaking council duties alone.**

Policy

We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

Definition

'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night.
- A groundsman tending to green space.
- Office workers who work alone in the premises, and,
- Homeworkers.

Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

Responsibilities

All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable.
- Ensure that the worker is competent to work alone.
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures.
in line with statutory health and safety requirements
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained.
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment.
- Must raise the alarm if staff cannot be contacted or do not return as anticipated.
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work.
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working.
- Not to work alone where there is adequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone.

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

Risk Assessments

The Council will provide a lone working risk assessment.

The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness
- Faulty equipment
- Travelling alone
- Aggressive and abusive members of the public
- Entering public buildings, when alone
- Remote locations

Ways in which lone working risks can be reduced.

Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.

Below are some example strategies that could be implemented (on their own or combined):

- Signing-in and Out book
- Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details.
- Agreed times and method of contact.
- Buddy scheme
- Encouraging working in pairs.
- Where work is undertaken by one person then that person must advise someone of the place of activity and the time of the activity.

- Persons must always carry a mobile phone with battery charged.
- Where the environment is isolated, and access is difficult the person should always advise someone of where they are going and the time they expect to be there and return.
- Employees working should not invite members of the public into their home or the office unless the person is known, and the meeting is pre-arranged.
- Where there is potential for difficulty, employees should always arrange for another individual – chairman or Councillor – to attend at the same time. This meeting should not be at the clerk’s home but in a public building with a telephone.

Buddy scheme

The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-

- Name and contact details of the lone worker
- Name, relationship, and contact details of the buddy
- Name, relationship, and contact details of the lone worker's next of kin
- Name, relationship, and contact details of the lone worker's manager
- Any 'code word' that would indicate that the lone worker needs assistance.
- Note: All these details must be kept securely in line with data protection legislation

If you change your contact details, you must let your buddy and manager know.

(UK GDPR and Data Protection Act 2018)

In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include.

- where you are going (address or area if there is no address);
- details of the purpose (i.e. preparing the hall, grass cutting, meeting);
- contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
- your mode of transport.
- when you are expected to return.

Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

Health and wellbeing

In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

Reporting incidents

Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:

- A brief note of what happened, when, and who was involved,
- For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
- In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).

RISK ASSESSMENT – LONE WORKING

Hazard	Who at Risk	Likelihood	Severity	Residual Risk	Control Measures
Clerk working alone	Clerk	Low	Medium	Low	Check-in system, secure building, phone access
Meeting public alone	Clerk	Medium	High	Medium	Meet in public place, buddy awareness
Groundsman machinery	Groundsman	Medium	High	Medium	Training, PPE, avoid lone high-risk tasks
Remote working areas	Groundsman	Medium	High	Medium	Inform location, buddy system
Travelling alone	All staff	Medium	High	Medium	Share journey details, maintain contact
Manual handling	All staff	Medium	Medium	Low	Training, team lifting
Aggressive public	All staff	Medium	High	Medium	De-escalation, avoid lone situations



New Councillor Induction Pack

1. Getting Started

Declarations of Acceptance of Office

On accepting office as a councillor, you will be required to complete a Declaration of Acceptance form. When you sign the declaration, you will undertake to observe the Council's Code of Conduct, so it is essential that you read through the code.

You cannot participate as a councillor until you have signed the Declaration of Acceptance of Office. This form is usually provided by the Clerk before your first Full Council meeting.

Registering Financial and Other Interests.

As a member of a local authority, you are obliged under statutory requirements to complete a Register of Pecuniary Interests. The form is lodged with the Monitoring Officer of your District Council and your Clerk will also hold a copy. The register is a public document and is published online by both the parish and district council. It may also be inspected, upon request, by any member of the public and may be referred to where there is an alleged breach of the council's code of conduct.

The Clerk will provide you with a Register of Interest form for completion and returning to them within 28 days of your election to the council.

The responsibility to keep your register up to date is yours and you will still be required to disclose that interest in meetings should circumstances arise.

Code of Conduct

As an elected member you are required to consider all matters with an open mind, in an open and transparent process, free from interest. The Council have adopted a code of conduct for its members, which reflects its statutory requirement to promote and maintain high standards of conduct, as required by the Localism Act 2011.

This code applies whenever you are acting as a councillor, or the public perceive you to be acting as a councillor.

Standing Orders

Standing orders are the written rules of a local council. They are used to confirm council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are NOT the same as the policies of a Council but they may be referred to them.

2. Council Meetings

There are currently two regular meetings:

- **Full Council:** The second Monday of the month, starting at 7.00pm. All members to attend.
- **Committee Meetings:** The first Monday of the month, starting at 7.00pm. Committee members to attend.

In addition, there is an **Annual Meeting**, usually held in May. All members are expected to attend.

The Chair for the Council and for each committee is elected at the first meetings in May.

Meetings take place at The Town Hall. Agendas and associated paperwork are sent out the Wednesday prior to the meeting by email and uploaded to the website.

The Clerk will provide a calendar of meetings; they can also be found on the website.

Attending your first meeting

Having completed all relevant paperwork, the first meeting you attend will be the first meeting after your election / co-option to office.

Practical Meeting Guidance:

Councillors may bring a laptop, tablet or notebook to meetings to take notes. It is advisable to also bring a pen and paper.

During meetings, councillors should raise their hand and wait for the Chair to invite them to speak.

Voting is usually conducted by a show of hands. Members may vote FOR, AGAINST, or ABSTAIN. The Chair will confirm the result.

A motion must be proposed before it can be debated and voted on.

To request an item on the agenda, contact the Clerk before publication of the agenda with sufficient detail for consideration.

Agendas and Minutes

Statute requires a member of the council to be 'summoned' to a meeting. This formal notice will provide the date, time and place of the meeting. It will also include the agenda to give you details of all items to be discussed. It is important members take the time to read the agenda and any accompanying documents prior to the meeting to ensure they are familiar with the item.

After every meeting a set of minutes are produced. The minutes are a record of the meetings proceedings and outcomes and remain 'draft' until approved as a correct record of proceedings at the next meeting. It should be noted that the minutes are NOT a transcript of the meeting, but a record of decisions made by the Council.

Public Participation in Meetings

Although the Council allows for public participation items at some meetings, where members of the public can raise issues and speak on items on the agenda, they are NOT public meetings, but meetings held in public.

Guidance for members of the public who wish to speak at meetings are published on our website.

Committees and Committee Structure

The Council confirms its committee structures at the first Full Council meeting

Councillors may receive copies of the papers relating to any of the Councils committees, and, if the standing orders allow, may be able to attend and observe the meetings. However, you will not be able to participate or vote on committee you are not a member of, unless you have been appointed as a substitute to that committee by another member who is unable to attend.

All committees have a Terms of Reference and a clear set of responsibilities; these are available from the Clerk and on the website.

3. Roles of the Members and the Clerk

This section is intended to give members of the council some guidance as to the respective roles of both the members and the Clerk in assisting the Council to function.

The Role of Members

Members are collectively responsible for making council policy, for which they are accountable to the electorate. Members are not directly involved in the day-to-day provision of services to the public although members may be asked to pursue Council matters on behalf of the Clerk.

Members have no executive authority and will need to deal with matters either through their collective Council or in liaison with the Clerk. There is no circumstance where an individual member can issue an instruction to the Clerk or a contractor. A member must never act 'on behalf of the Council' unless previously agreed at a Council meeting and when speaking with individuals make it clear that you speak as a councillor and not on behalf of the Council, unless previously agreed at a council meeting.

You will be issued with a Councillor email address when you start. This is to ONLY be used for Council business as instructed by Members and not for personal use.

The Role of the Clerk

The Clerk is an employee of the council as a whole and cannot take instruction from individual members. They are the professional adviser to the council on matters of policy and the executor of council policy, i.e. carrying out the instruction of the council. The Clerk takes no part in the decision making of the Council except to provide independent and unbiased information to support the council in its decision making.

The clerk is responsible for the staff of the Council.

4. Overview of Council

Council strives to look after the interests of the communities it serves.

Council owns' and manages numerous assets:

- Millside Play Area
- The Stalham Staithe
- Pontoon (at the Staithe)
- Town Hall
- Campingfield Burial Ground
- St Marys and Brumstead Road Church Yard (manage)
- Allotments (Stalham Staithe)

Council also owns many assets such streetlights and bin (see attached Asset Register)

The Parish Council has a staffed office at The Town Hall.

5. Finance

Each year a sum of money called a 'precept' is collected through council tax. This amount is requested from North Norfolk District Council and is calculated when the budget is set.

6. Stalham and Brumstead Recreation Ground

When you join Council, you automatically become a Trustee of Stalham and Brumstead Recreation Ground Charity.

Under the Charity Commission regulations, this must be kept separate from Councils normal business, With separate meetings and account, and emails.

7. Useful information:

Councils Website- Please look at this site as it contains all the information of Council including Policies, meetings, agenda and finances.

<https://stalham-tc.gov.uk/>

Stalham and Brumstead Recreation Ground Charity - Please look at this site as it contains all the information of Council including Policies, meetings, agenda and finances.

<https://stalhamrecreationground.co.uk/>



MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

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

1. **RULES OF DEBATE AT MEETINGS**

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

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since 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 chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the 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 chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- 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 chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 15 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort) or a person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The 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 their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

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

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

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

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

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

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

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

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

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 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 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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

5. **ORDINARY COUNCIL MEETINGS**

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

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

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

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

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

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

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

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

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

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

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

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

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

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

12. DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by at the beginning of the meeting of the Council, or committee or

sub-committee for which the dispensation is required.

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

- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the 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 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the

Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below 60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Employment committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Council or, if they is not available, the vice-chair (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Employment committee at its next meeting.
- c The chair of the Employment committee or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the member of staff's job title. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Employment committee or in their absence, the vice-chair of the Employment committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Employment Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the member of staff's relates to the chair or vice-chair of the Employment committee, this shall be communicated to another member of the Council (The Chair), which shall be reported back and progressed by resolution of the sub-committee formed to resolve the grievance.
- 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 Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

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

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

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

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.

- k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.
 - n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

FINANCIAL REGULATIONS

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

1. General

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

- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

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

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

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

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;

- provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax /budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council . The RFO will inform committees of any salary implications before they consider their draft budgets.
- 4.3. No later than October each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year ,taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of October each year.
- 4.6. The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and forecast, the council shall determine its council tax (England)/budget requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
 - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be

delegated to a committee. The council has resolved to bank with Unity. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council .
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. Any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council

The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 2 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the Council on each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the signatories. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

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

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.) expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

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

12. Loans and investments

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 at least annually at the end of the financial year.

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

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

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

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

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to Council of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council,
- 17.1. committee.

18. Charities

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

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Membership Benefits of Norfolk ALC

Norfolk ALC like all ALC's have a business model and mission statement specifically designed to meet the unique needs of Town and Parish Councils.

Those councils are unique because they are run by those who wish to contribute to their communities in a positive way without a wage. Apart from central government they are the only organisations in England that has tax raising powers (the precept) to meet their own running costs and to spend in their communities, via s137 and GPC.

It is therefore vital that any organisation that seeks to support these councils understands the challenges they face and to meet those challenges Norfolk ALC provides a wide scope of specialist support and training.

For members and nonmembers, we provide.

1. IT support plus partially and fully managed websites ensuring continuity of access and relevance
2. Comprehensive payroll services including holiday pay calculations, tax, pension and national insurance contributions as well as dealing directly with HMRC on behalf of the employee
3. Frequent newsletters updating and informing councils of emerging legislations such as assertion 10, and the employment rights bill
4. Internal audits

Non-members pay 50% more for IT managed websites and payroll provision.

Exclusively for members

1. Comprehensive training programs delivered by our partners covering a wide variety of subjects. These are provided by organisations such as YALC, Parkinsons, E-learning, Breakthrough Communications and in house in person councillor training by Norfolk ALC.
2. We are also the only accredited CiLCA trainer in Norfolk in collaboration with SLCC, and SALC
3. Advice on HR from our national HR company and giving access to over 2000 templates and documents relating to employment.
4. Specialist advice on VAT.
5. Advice and guidance from the County, IT and Finance officers.
6. Access to our policy documents and templates.

Items 3 to 6 are provided at no extra cost no matter how many times these services are used. Our training and IT provision is deliberately pitched at a low cost level, allowing all councils the opportunity to access that training and support and we believe it is among the lowest on the open market. We are able to do this because we are a not for profit organisation.

Although we often send newsletters to all councils whether members or not. When particular opportunities are sent to Norfolk ALC such as free training, grants, fundraising and employment notices we disseminate those only to members.

We continually update our policies and templates to ensure they are current with emerging legislation and employment law changes.

Our support for members is for Councils, Councillors and Clerks.

With the changing face of governance in Norfolk in regard to the loss of District, Borough and County Councils, opportunities for town and parish councils will emerge.

It is the position of Norfolk ALC to address these opportunities. A more local and defined targeted approach is needed to deal with demand. This will create more efficient outcomes, benefit more people.

Training and finances are key to achieving this and Norfolk ALC will do everything it can to engage with the Unitaries, make the case for town and parish councils and provide the training and resources to truly devolve local governance to the first tiers of democratic representation where we feel it will be most effective.

Norfolk ALC will be at the centre of these changes, and we are at present in collaboration with Suffolk and Essex ALC's in developing training programs for councillors with a specific focus on the Unitary Authority governance models.

We also host a variety of organisations under the banner of the Great Collaboration which deals with flooding, biodiversity recovery and energy, this is alongside Natural England and the Campaign for Rural England.

Norfolk ALC today is not just an advice centre; it is a proactive organisation dealing with the changing face of local governance across a broad spectrum of sectors. Our mission statement is simple.

Norfolk ALC will provide first class training to councillors and clerks. We offer advice and guidance ensuring compliance and best practice. Norfolk ALC recognizes the absolute need for Town and Parish councils, and we will do everything we can to support them.



RESERVES POLICY

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1. Purpose

1.1 Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

1.2 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure. The Joint Panel on Accountability and Governance 'Practitioners' Guide March 2020 section 5.9 advises this should be considered as part of the budgeting process. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

2. Types of reserves

2.1 Reserves can be categorised as earmarked or general.

2.2 Earmarked reserves can be held for several reasons:

Renewals – to plan and finance an effective programme of new facilities and services, replacement and planned property and land maintenance. These reserves are a mechanism to smooth expenditure so that a sensible programme can be achieved without the need to vary budgets.

Carry forward of underspend – where some expenditure to projects cannot be spent in the budget year. Reserves are used as a mechanism to carry forward these resources.

Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

2.3 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

3. Earmarked reserves

3.1 Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

3.2 Any decision to set up a reserve must be given by the Council.

3.3 Expenditure from reserves can only be authorised by the Council.

3.4 Reserves should not be held to fund ongoing expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following years budget. However, earmarked reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established.

3.5 All earmarked reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various earmarked reserves and the purpose for which they are held.

4. General Reserves

4.1 The level of general reserves is addressed in the Joint Panel on Accountability and Governance 'Practitioners' Guide March 2020 section 5.32. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

4.2 Setting the level of general reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces.

4.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

5. Current level of financial reserves

5.1 The level of financial reserves held by the Council will be agreed by the Council during the discussions held regarding the setting of the budget for the next financial year and year end accounting procedures.

5.2 The minimum level of General Reserves to be held by the Council is calculated by 3 months of operating costs which is £60,00.00.