

**DUSTON PARISH COUNCIL**

Parish Office
Duston Community Centre
Pendle Road
NORTHAMPTON
NN5 6DT

Tel: 01604 583626
Email: office@duston-pc.gov.uk
Web: www.duston-pc.gov.uk
Twitter: @Duston_PC
Facebook: @DustonPC

FULL COUNCIL

30TH November 2018

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council in Duston Community Centre, Pendle Road, Duston, NN5 6DT on **Thursday 6th December 2018 7pm** when the following business will be transacted.

AGENDA

- 49. To receive apologies for absence**
- 50. To receive and approve the minutes of the meeting held on Thursday 25th October 2018 - (APPENDIX A)**
- 51. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda (Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business).**
- 52. Public participation session (Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).**
- 53. Police Report**
 - To receive a report from the Police during the last period (APPENDIX B).
- 54. Planning Committee Update**

Please note, this is a public meeting and you may be filmed, recorded and published. Copies of all council papers are available to download at www.duston-pc.gov.uk

- To receive a report from the Planning Committee and note the decisions made (APPENDIX C).

55. Finance and General Purposes Committee Update

- To receive a report from the Finance and General Purposes Committee and note the decisions made (APPENDIX D).

56. Engagement and Environment Committee Update

- To receive a report from the Engagement and Environment Committee and note the decisions made (APPENDIX E).

57. Financial Regulations

- To approve the revised Financial Regulations as recommended by Finance and General Purposes Committee (APPENDIX F)

58. Financial Risk Register

- To approve the Financial Risk Register as recommended by Finance and General Purposes Committee (APPENDIX G)

59. Standing Orders

- To approve the revised Standing Orders (APPENDIX H)

60. Appointment to Standing Committees

- To revise membership of the Standing Committees

61. Internal Controls Councillor

- To appoint an Internal Controls Councillor
- To agree the quarterly Internal Controls Procedure (APPENDIX I)

62. Draft Budget 2019/20

- To receive the draft budget for 2019/20 (APPENDIX J)

63. Parish Van Replacement

- To approve the replacement of the Parish Council Van

64. Lone Working Policy

- To approve the Lone Working Policy (APPENDIX K)

Justin Gleich

Signed on original

Clerk to Duston Parish Council



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FULL COUNCIL

MINUTES 25th OCTOBER 2018

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: Cllrs Anderson, Golby, Enright-King, Pape, Pepper, Ingram, Bottwood, Huffadine-Smith, Maitland, Clarke, Patel

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk

37. To receive apologies for absence

38. To receive and approve the minutes of the meeting held on 13th September 2018 -

It was RESOLVED:

- Approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

39. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

Signature:.....

None

40. Public participation session

None

41. Police Report

It was RESOLVED:

- To note the Police Report for the last period (APPENDIX B).
- Cllr Golby proposed and Cllr Maitland seconded that the Northamptonshire Police Crime Commissioner and the respective PCSO are invited to a future meeting. The motion was carried.

42. Planning Committee Update

It was RESOLVED:

- To note the report from the Planning Committee and the decisions made (APPENDIX C).

43. Finance and General Purposes Committee Update

It was RESOLVED:

- To note the report from the Finance and General Purposes Committee and the decisions made (APPENDIX D).

44. Engagement and Environment Committee Update

It was RESOLVED:

- To note the report from the Engagement and Environment Committee and the decisions made (APPENDIX E).

45. NCC Highways Double Yellow Line Consultation

It was RESOLVED:

Signature:.....

Cllr Patel proposed and Cllr Patel seconded that;

"Duston Parish Council is in favour of the proposal to put double yellow lines in Timken Way South. Emergency vehicles cannot access the area and large vehicles, bringing elderly patients, struggle to reach St Luke's Primary Care Centre".

"Duston Parish Council is in favour of the proposal for double yellow lines in Millway. Residents have long had to put up with inconsiderate parking."

The motion was carried.

46. Notice of Conclusion of Audit 2018

It was RESOLVED:

- To received and note the report of the External Auditor 2017/18 (APPENDIX G).

47. Community Governance Review

It was RESOLVED:

- To agree the Report (APPENDIX H) and its recommendations as follows,
 - a) To instruct the Clerk to respond on behalf of Duston Parish Council to Northampton Borough Council's Community Governance Consultation Review and register that:
 - b) The Polling District NSOD5 be included within Duston Civil Parish.
 - c) The Polling District NSND7 be included within Duston Civil Parish.
 - d) Tresham Green, sometimes known as "Rye Hill", to be included within Duston Civil Parish
- Cllr Huffadine-Smith proposed and Cllr Caswell seconded an amendment to APPENDIX H that the allotment to the east of Tresham Green is included in the Duston Parish Council submission to the Community Governance Review consultation. The motion was carried.

48. Transfer of Parks, Open Spaces & Allotments



Signature:.....

It was RESOLVED:

- To agree the report (APPENDIX I) and its recommendations as follows,
 - a) In principle, Duston Parish Council to take over the freehold of all the Parks and Open Spaces as outline in APPENDIX I.
 - b) In principle, Duston Parish Council to take over the freehold of both Berrywood Road allotments and Bants Lane allotments.
 - c) To instruct the Clerk to begin formal discussions with Northampton Borough Council and report back to Full Council with final recommendations.
-

Signature:.....

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FULL COUNCIL**MINUTES 25th OCTOBER 2018**

CHAIRMAN: Councillor J Caswell, in the Chair

PRESENT: Cllrs Anderson, Golby, Enright-King, Pape, Pepper, Ingram, Bottwood, Huffadine-Smith, Maitland, Clarke, Patel

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk

37. To receive apologies for absence

38. To receive and approve the minutes of the meeting held on 13th September 2018 -

It was RESOLVED:

- Approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

39. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

40. Public participation session

None

41. Police Report

It was RESOLVED:

- To note the Police Report for the last period (APPENDIX B).
- Cllr Golby proposed and Cllr Maitland seconded that the Northamptonshire Police Crime Commissioner and the respective PCSO are invited to a future meeting. The motion was carried.

42. Planning Committee Update

It was RESOLVED:

- To note the report from the Planning Committee and the decisions made (APPENDIX C).

43. Finance and General Purposes Committee Update

It was RESOLVED:

- To note the report from the Finance and General Purposes Committee and the decisions made (APPENDIX D).

44. Engagement and Environment Committee Update

It was RESOLVED:

- To note the report from the Engagement and Environment Committee and the decisions made (APPENDIX E).

45. NCC Highways Double Yellow Line Consultation

It was RESOLVED:

Cllr Patel proposed and Cllr Patel seconded that;

"Duston Parish Council is in favour of the proposal to put double yellow lines in Timken Way South. Emergency vehicles cannot access the area and large vehicles, bringing elderly patients, struggle to reach St Luke's Primary Care Centre".

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The motion was carried.

46. Notice of Conclusion of Audit 2018

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 - c) To instruct the Clerk to begin formal discussions with Northampton Borough Council and report back to Full Council with final recommendations.

DRAFT



PC 717 Sarah WHITEHEAD
PCSO 7140 Lee SHELTON
PCSO 7088 Victoria WAKELING

Northamptonshire Police
Northampton Neighbourhood Policing Team
Mereway Fire & Police Station
MEREWAY
Northampton
NN4 8BW

Telephone: 101

Follow us on Twitter:  @NptonPolice @PC717Sazzles

Wednesday 7th November 2018

Duston Parish Council police report.

Ladies and Gents,

Crime Figures – October 2018.

	Burglary Dwelling	Burglary Non Dwelling	Criminal Damage	Vehicle Crime	Other Offences
New Duston	2	0	1	3	19
Old Duston	1	0	2	4	24
Ryehill	0	2	1	1	12

The 'other offence' figures cover reports such as domestic incidents and all violent crime offences, blackmail, witness intimidation, harassment, theft, weapon possession, drugs possession, fraud and public order offences.

There has been a series of shed burglaries, criminal damage and arson offences on Ryehill Allotments – we are currently seeking a multi-agency approach to problem solving these issues.

Burglary and vehicle crime offences continue to be reported across the Upton & Duston beat as a whole. Residents are encouraged to look out for one another and to report anything of a suspicious nature via 101 or 999 appropriately. For further crime prevention advice, please visit www.northantspolice.co.uk or contact me directly via 101.

Northamptonshire Neighbourhood Alert is a free messaging service that allows Northamptonshire Police, Neighbourhood Watch and other partner organisations to keep you informed about issues on your area that are relevant to you. Once you've signed up, you'll receive information about crime and

Northamptonshire Police – Protecting people from harm.

CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'

suspicious activity where you live or work – helping to prevent and detect crime and anti-social behaviour.

For more information and to sign up, visit:
www.northamptonshireneighbourhoodalert.co.uk

Our team's #BlueButterfly key messages are:

- We all have the right to feel safe, all of the time.
- We can talk with someone about anything, even if it feels awful or small.
- We all have a responsibility to respect the rights of others to feel safe.

We would ask that all adults work alongside us, respecting and reinforcing these simple messages to both young and older residents.

We would ask if residents wish to report anything at all, that they call 101 for non-emergencies or 999 for crimes in progress or life threatening situations.

Prefer to report on line? Please visit: <http://www.northants.police.uk/contact>

For those who do not wish to report incidents directly to the police, we would ask that you contact **CrimeStoppers** on **0800 555 111**.

We encourage all residents to report anti-social behaviour via 101 (whether or not you need an officer to attend) as it helps us to plan our patrols and to be in the right areas at the right time.

Anti-social behaviour isn't only caused by 'young people' – if you are affected, please do let us know.

Anti-social behaviour includes but is not limited to:

- Disruptive, noisy behaviour in otherwise quiet neighbourhoods.
- Night time noise from houses or gardens, especially between 11pm & 7am.
- Threatening, drunken or 'yobbish' behaviour.
- Vandalism, graffiti and fly-posting.
- Dealing or buying drugs on the street.
- Litter and fly-tipping rubbish.
- Aggressive begging.
- Drinking in the street.
- Setting off fireworks late at night.
- Abandoning cars on the street.

General parking issues were decriminalised some years ago. All but obstruction offences are now dealt with by the County Council – please visit their website for further guidance or advice:
<http://www.northamptonshire.gov.uk/en/councilservices/Transport/parking>

Follow us on Twitter -  **@NptonPolice @PC717Sazzles** - for regular updates specific to Duston & Upton and / or general crime prevention advice.

Kind regards, Sarah © (PC 717 WHITEHEAD).

Northamptonshire Police – Protecting people from harm.

CRIMESTOPPERS 0800 555 111

'If you have any information about an offence you can contact the independent crime-fighting charity Crimestoppers anonymously on the above number or through their anonymous online form at www.crimestoppers-uk.org. No personal details are taken, information cannot be traced or recorded and you will not go to court.'

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PLANNING COMMITTEE**MINUTES 1st NOVEMBER 2018**

CHAIRMAN OF COMMITTEE: Cllr Ingram, in the Chair

PRESENT: Cllrs Pepper, Huffadine-Smith, Maitland

IN ATTENDANCE:

Gary Youens – Deputy Clerk

18. To receive apologies for absence

Cllr Pape

19. To receive and approve the minutes of the meeting held on 27th September 2018 -

It was RESOLVED:

- To approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

20. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

21. Public participation session

None

22. Planning applications

22(a)

N/2018/1358, 33 Woodhill Road, Northampton, NN5 6SQ

First floor side extension with open carport below, single storey rear extension and new window to first floor front elevation

It was RESOLVED:

We have a concern that the application is not keeping in with the street scene. It will create a different visual effect. Duston Neighbourhood Plan 2.19 states the principal of "protect the neighbourhood and street scene character".

22(b)

N/2018/1429, 13 Ryeland Road, Northampton, NN56QE

Construction of new one and a half storey 3 bed detached dwelling

It was RESOLVED:

Duston Parish Council has no observation or objections on the application.

22(c)

N/2018/1374, 3 Prestbury Court, Northampton, NN5 6XT

Level off bottom of garden and erection of timber shed (part retrospective)

It was RESOLVED:

Duston Parish Council has no observation or objections on the application.

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PLANNING COMMITTEE**MINUTES 29th NOVEMBER 2018**

CHAIRMAN OF COMMITTEE: Cllr Ingram, in the Chair

PRESENT: Cllrs Pape, Maitland, Pepper, Huffadine-Smith

IN ATTENDANCE:

Gary Youens – Deputy Parish Clerk

1. To receive apologies for absence

None

2. To receive and approve the minutes of the meeting held on 1st November 2018 -

It was RESOLVED that:

- To approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

3. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

4. Public participation session

None

5. Planning applications

27(a)

N/2018/1566, 16 Handley Close, Duston, Northamptonshire, NN5 6XS

Two storey side extension and single storey extension to rear of existing kitchen and side of existing dining room

It was RESOLVED:

To make no observations or comments.

DRAFT

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FINANCE AND GENERAL PURPOSES COMMITTEE**MINUTES 29th November 2018**

CHAIRMAN OF COMMITTEE: Councillor Bottwood, in the Chair

PRESENT: Cllrs Caswell, Maitland, Ingram, Pepper, Huffadine-Smith, Clarke

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk
Cllr Pape

35.To receive apologies for absence

Cllr Anderson

36.To receive and approve the minutes of the meeting held on 1st November 2018

It was RESOLVED:

- The minutes of the previous meeting were approved and the Chairman authorised to sign the same (APPENDIX A).

37.To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

Cllr Huffadine-Smith declared a non-pecuniary interest in regards to the grant for St. Luke's Church Bell Ringers, Duston.

38. Public participation session

None

39. Bank reconciliations

It was RESOLVED:

- To approve the Bank Reconciliations (APPENDIX B).

40. Invoices and Cheques for Signature

It was RESOLVED:

- The invoices were approved for signature (APPENDIX C).

41. Draft Financial Regulations

It was RESOLVED:

- To make the following amendments recommended in Appendix D with the following changes:

4.1 to read:

Expenditure on revenue items may be authorised by the Clerk or duly delegated member of staff. up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the council for all items over £10,000.

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

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

Proposed by Cllr Bottwood and seconded by Cllr Maitland and approved by the Committee for recommendation to Council.

4.5 to read:

In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council, if the Chairman and Chairman of the Finance Committee cannot be contacted, which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

Proposed by Cllr Caswell and seconded by Cllr Pepper and approved by the Committee for recommendation to Council.

42. Draft Financial Risk Assessment

It was RESOLVED:

- To recommend the draft Financial Risk Assessment to Full Council as presented.

43. Draft Budget 2019/20

It was RESOLVED:

- To recommend the draft budget 2019/20 to Full Council as presented.

44. Grants

It was RESOLVED:

- To approve £250 for Duston and Upton Church.



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ENGAGEMENT AND ENVIRONMENT COMMITTEE

MINUTES 25th October 2018

CHAIRMAN OF COMMITTEE: Councillor Golby, in the Chair

PRESENT: Cllrs Huffadine-Smith, Anderson, Ingram, Pape, Enright-King, Caswell, Maitland.

IN ATTENDANCE:

Justin Gleich – Parish Clerk,
Gary Youens – Deputy Parish Clerk

27.To receive apologies for absence

None

28.To receive and approve the minutes of the meeting held on 13th September 2018 -

It was RESOLVED:

- To approve the minutes of the previous meeting and the Chairman authorised to sign the same (APPENDIX A).

29. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

None

30. Public participation session

None

31. Duston In Bloom

It was RESOLVED:

- The Committee received a verbal update on In Bloom 2018 from the Business, Community and Development Manager.
- Cllr Maitland proposed and Cllr Golby seconded that the Committee thank Parish Council staff for their work on Duston In Bloom and that a press release be issued highlighting the current work being undertaken for the Poppy Cascade. The motion was carried.

32. Vehicle Activated Signs

It was RESOLVED:

- To agree the Report (APPENDIX B) and its recommendation as follows:

Purchase two mobile Vehicle Activation Signs (with extended life battery) to place in various locations, as stated in Appendix B, within the civil parish of Duston.

- Cllr Ingram proposed and Cllr Caswell seconded to delegate to the Clerk whether to purchase an additional battery charger and to consider additional places within the Parish to place the VAS, such as the Junction for Eastfield Road and the Junction of Berrywood Road. The motion was carried.

33. New Play/Exercise Equipment

It was RESOLVED:

- To agree the Report (APPENDIX C) and its recommendations as follows,
 - a) Ask Northampton Borough Council to update, using Section 106 monies, the children's play equipment at Melbourne Park.
 - b) Ask Northampton Borough Council, using Section 106 monies, to purchase adult exercise equipment.
 - c) It was proposed by Cllr Pape and seconded by Cllr Golby to locate the exercise equipment at Errington Park.

DRAFT



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 29th November 2018
Agenda Item: 57. Financial Regulations

1. Purpose

To review and approve the draft Financial Regulations.

2. Background

2.1 Financial Regulations govern, set-out and detail how parish councils conduct, control and manage their financial affairs. They give instructions to the Clerk (who is the Responsible Finance Officer) on how to conduct the financial administration of the council. These regulations set out the procedure for purchasing goods and services above a certain value, and delegate expenditure within Council approved limits to the Clerk/RFO.

2.2 The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014 came into effect on 12th March 2014. This Legislative Reform Order repeals the statutory requirement for two elected members to sign cheques and other orders for payment. The removal of this particular legal requirement enables Parish Councils to have more flexibility in how it controls its money as well as taking advantage of modern technology including internet banking.

3. Issues

3.1 The current system of cheques being signed only at Full Council or committee meetings is unnecessarily restrictive for an authority the size of Duston Parish Council, and increases the risk of late payments, additional charges, problems with

suppliers and disruption of services. The proposed amendments reduce this risk by making the payments system more flexible.

3.2 Research by officers has show that it is usual for authorities the size of Duston Parish Council to make similar changes, and some smaller authorities in the borough have already done this.

3.3. The proposed amendments have been checked and approved by the parish council's internal auditor.

4. Proposed Amendments

4.1 On 29th November 2018 the Finance and General Purposes Committee approved the amendments below for recommendation to Council. Explanations for the proposed amendments (highlighted in red in the attached draft document) are as follows:

Pg5 1.14 – The grants budget for 2018/19 was set by Council at £10,500. The proposed increase to £15,000 is to allow for possible future increases to that budget.

Pg7 4.1 – As is usual with authorities the size of Duston Parish Council, the Clerk/RFO is authorised under Standing Orders to spend within budgets agreed by Council. The proposed amendment removes the lower level restrictions.

Pg8 4.5 – The proposed amendment is to allow the Clerk/RFO to authorise emergency expenditure of up to £10,000 where unforeseen events may place the authority at risk of failing in its obligations to the public, and where it is not possible to seek approval from the Chairman or the Chairman of the Finance and General Purposes Committee.

Pg10 5.5 – Typically, money transfers between the authorities two bank accounts are in the region of £50,000. Transfers are reported to the Finance and General Purposes Committee each month.

Pg10 5.8 – As proposed amendment Pg 5 1.14

Pg11 6.6 – The system of cheques being signed only at Council or Committee meetings is too inflexible for an organisation the size of Duston Parish Council. This proposed amendment is usual at larger (and many smaller) parish and town councils as it allows greater flexibility for the payment of invoices.

Pg12 6.21 – The Community and Youth Club floats are no longer used, therefore for housekeeping purposes it is proposed to remove them from the Financial Regulations.

Pg13 6.21 a) – The current petty cash and Facilities float levels are no longer adequate as business has increased at the community centre, therefore a slight increase is recommended.

Pg18 14.2 – The proposed amendment is to remove duplication within the document and make the item specific to the disposal of assets. A slight increase from £350 to £500 is also recommended.

5. Recommendations

Council is recommended to **AGREE:**

- To approve the proposed amendments to the draft Financial Regulations.



DUSTON PARISH COUNCIL FINANCIAL REGULATIONS

Draft 2018

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices. This must be minuted
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. [The Parish Clerk (Clerk²) has been appointed as Responsible Financial Officer (RFO³) for this council and these regulations will apply accordingly.
- 1.9. The Responsible Financial Officer (RFO);
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

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

² Clerk – Parish Clerk

³ RFO – Responsible Financial Officer

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council or Finance and General Purposes Committee.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations⁴.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

⁴ In England - Accounts and Audit (England) Regulations 2011/817
In Wales - Accounts and Audit (Wales) Regulations 2005/368

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of ~~£10,000~~ £15,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers

and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each standing committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance & General Purposes committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept, and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised by the Clerk or duly delegated member of staff. up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £10,000;
 - ~~a duly delegated committee of the council for items over £1000; or~~
 - ~~the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000.~~

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

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Finance and General Purposes Committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council, **if the Chairman and Chairman of the Finance Committee cannot be contacted**, which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£10,000 £2000**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Finance and General Purposes Committee with a statement of Income and Expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the Finance and General Purposes Committee. The committee shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the Finance and General Purposes Committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was approved. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Finance and General Purposes Committee.
- 5.5. The Clerk / RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and General Purposes Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of ~~£75,000~~ £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance and General Purposes Committee.
- 5.6. For each financial year the Clerk / RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or

obligation such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Finance and General Purposes Committee may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the Finance and General Purposes Committee.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants the Finance and General Purposes Committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of **£15,000** **£10,000** shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Finance and General Purposes Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Payments made by cheque ~~shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings~~ shall be reported to the Finance and General Purposes Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for items may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for items may be made by internet banking transfer provided evidence is retained showing which members approved the payment, such as LGPS and HMRC, refunding of deposits and bonds paid on bookings where it has been confirmed that these monies have been paid and cleared through the bank.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Clerk in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk / RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk (RFO) and Deputy Clerk (DC)⁵. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit/Credit Card issued for use will be specifically restricted to the Clerk / RFO and DC and will also be restricted to a single transaction maximum value of £2000 unless authorised by Finance and General Purposes Committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance and General Purposes Committee. Transactions and purchases made will be reported to the Finance and General Purposes Committee and authority for topping-up shall be at the discretion of the Finance and General Purposes Committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk / RFO and DC and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The RFO may provide petty cash and facilities float, ~~community float~~ to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of ~~£250~~ ~~£100~~, facilities float ~~£100~~ ~~£50~~, ~~youth club float~~ ~~£50~~ and ~~community float~~ ~~£20~~ for the purpose of defraying

⁵ DC – Deputy Clerk

operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) Income received may only be paid into the petty cash float having been entered as income into the Council's accounting system and the transfer to being recorded as such.
- c) Impress payments to maintain the petty cash float shall be approved separately by two authorised signatories in line with existing bank arrangements.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as per employment contract.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in separate confidential records produced by payroll provider. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting(see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.

- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk / RFO shall act after consultation with the Chairman of the Council & Chairman of Finance and General Purposes Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations⁶.

⁶ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁷.
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to the appropriate Standing Orders,⁸ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £200 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken

⁷ Thresholds currently applicable are:

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

⁸ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. 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.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be ~~purchased or otherwise acquired~~, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed ~~£350~~ £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. 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 regularly by the council, or duly delegated committee.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk / RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and

consequential risk management arrangements shall be reviewed by the council at least annually.

- 16.2. When considering any new activity, the Clerk / RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
- 16.3. Due diligence should be undertaken prior to signing a contract, evaluating the risk in doing business with an entity prior to establishing a relationship and assess the risk at the point of time.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *



Duston Parish Council Financial Risk Assessment 2019/2020

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable the Parish Council to identify any and all potential inherent risks. The Parish Council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable Duston Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Key –

High Risk

Medium Risk

Low Risk

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L	Management/control of Risk	Review/Assess/Revise
Precept	Adequacy of precept in order for the Council to carry out its Statutory duties	Low	To determine the precept amount required, the Council receives budget update information monthly. At the budget meeting Council receives a budget report, including actual position and projected position to the end of year	Existing procedure adequate.

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				and indicative figures or costings obtained by the Clerk. With this information the Council determines the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be demanded from Northampton Borough Council.	
Financial Records	Inadequate records Financial irregularities	Low	The Council has Financial Regulations which sets out the requirements.	Records are maintained for all transactions and financial regulations reviewed as necessary	
Loss of Clerk/RFO	Inability to process transactions	Low	Council retain the services of an external accountant as well as a Deputy Clerk and Assistant Clerk who are able to undertake all tasks in the event of the loss of a Clerk/RFO.	Existing procedure adequate	
Bank and banking	Inadequate checks Banks mistakes	Low	The Council has Financial Regulations which set out banking requirements including electronic banking procedures Monthly report packs including bank reconciliation & payments are presented to the Finance & General Purposes	Existing procedure adequate Existing procedure adequate	

APPENDIX G

		Low	<p>Committee each month for sign off.</p> <p>Quarterly Bank Statement reconciliation checked by Councillors.</p>	
<p>Reporting and auditing (internal and external)</p>	<p>Information communication</p>	Low	<p>Up to date Budget Analysis is provided to each meeting of the Finance Committee. Copies of all bank statements are reviewed by the Clerk when received and checked quarterly by the Internal Controls Councillor.</p> <p>External Auditor appointed nationally – new auditor in place this year; training will be undertaken by Clerk/RFO to ensure up to date knowledge</p> <p>Internal Auditor appointment, scope and effectiveness reviewed annually by Council. Scope of audit extended this year to ensure robust internal controls and additional intermediate audit arranged.</p>	<p>Existing procedures adequate.</p>
<p>Grants</p>	<p>Receipt of grant</p>	Low	<p>Parish Council does not presently receive any regular grants but has been the recipient of ad-hoc grant funding for specific projects and Special Expenses from Northampton Borough Council.</p>	<p>Procedure to be formed, if required</p>

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Charges-rents receivable	Payment of rents		Low	Parish Council has formal and legally binding lease agreements in place with all tenants	Procedure recently revised
Grants and support payable	Power to pay Authorisation of Council to pay		Low	All such expenditure goes through the required Council process of approval, minuted and listed on accounts payable schedule.	Existing procedure adequate.
Best value accountability	Work awarded incorrectly		Low	Normal Parish Council practice is to seek 3 quotations for any substantial work to be undertaken. For major work competitive tenders will be sought to achieve best value for money. If problems are encountered with a contract the Clerk will investigate the situation and report to the Council.	Existing procedure adequate. Include when reviewing Financial regulations.
	Overspend on services		Medium	When Commissioning services or goods the Clerk and any delegated staff must comply with the relevant sections of the authorities Financial Regulations, which are based on NALC model document and reviewed regularly External events from changes in policies from Government, Borough Council, County Council and Local Government	

APPENDIX G

			Reorganisation	
Salaries and assoc. costs	Salary paid incorrectly. Unpaid Tax to HMRC	Low Low	Payroll services outsourced, and all taxation liabilities are paid through them. Clerk checks to ensure payment of tax is made and that Salaries and pensions are correct.	Existing procedure adequate
Employees	Fraud by staff Health and safety	Low Low	Requirements of Fidelity Guarantee insurance adhered to with regards to fraud. All employees are provided adequate direction and safety equipment needed to undertake their roles and budgets made available for staff to undertake relevant training as required.	Existing procedures adequate. Monitor health and safety requirements and insurance annually.
VAT	Reclaiming/charging	Low	VAT is reclaimed annually. This is outsourced to the Councils accountant and checked by the Clerk/RFO.	Existing procedures adequate
Year End accounts and Annual Governance Statement	Approve year end accounts and submit annual governance statement within statutory time limits	Low Low	Year End account and Annual Governance Statement is completed and submitted online within the prescribed time frame by the Clerk. Annual Governance Statement completed and signed by the Council,	Existing procedures adequate.

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				submitted to internal auditor for completion and signing then checked and sent to External Auditor within time frame.	
			Low	All Prepared with the Authorities accountant to provide additional level of oversight.	
Reserves	Inadequate level of reserves		Low	Council retains sufficient earmarked and general reserves in excess of current CIPFA recommendations.	Existing procedures adequate
Treasury Management	Not achieving best returns on investments, risk of loss of investments		Low	Council adopts a Treasury Management Policy annually.	Existing procedures are adequate but under constant review
Legal Powers	Illegal activity or payments		Low	Council currently has General Power of Competence. All activity and payments within the powers of the Parish Council to be resolved at full Council Meetings.	Existing procedures adequate
Minutes/agendas/ Notices Statutory Documents`	Accuracy and legality		Low	Minutes and agenda are produced in the prescribed manner by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Agenda displayed according to legal requirements.	Existing procedures adequate.
	Business conduct		Low	Business conducted at Council meetings	Members adhere to Code of Conduct and Standing Orders.

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				should be managed by the Chair.	
Members interests	Conflict of interests			Declarations of interest by members at Council meetings. Register of members interests' forms reviewed regularly.	Existing procedures adequate. Members are responsible for updating entries on their own registers.
	Register of members interests		Low		
	Register of members interests		Medium		
Insurance	Adequacy, Cost, Compliance		Low	An annual review is undertaken of all insurance arrangements. Employers and Employee liabilities are necessary and within policies. Ensure compliance measures are in place.	Existing procedure adequate. Insurance reviewed annually.
	Fidelity Guarantee		Medium	Fidelity checks in place.	
Data protection	Policy provision		Low	The Parish Council is registered with the Information Commissioners Office. GDPR review conducted in 2018. DPC does not hold significant quantities of personal information.	Ensure annual renewal of registration. GDPR arrangements reviewed in 2018.
Freedom of Information	Policy Provision		Low	The Council has a Model Publication scheme in place.	Monitor any requests made under FOI.



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 6th December 2018
Agenda Item: 59. Standing Orders

1. Purpose

To update Duston Parish Council Standing Orders in line with NALC recommendations.

2. Background

2.1 Recently there have been changes in the NALC Standing Orders. These are listed below;

2.1.1 Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings.

2.1.2 Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors.

2.1.3 The Local Government (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that exceeds £200,000 to publish information electronically.

2.1.4 The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds and (ii) with an estimated value which exceeds the thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and supply contract in England and Wales.

2.1.5 Utility Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a

supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract.

2.1.6 Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25th May 2018.

2.2 One notable change is the proposal that Chairman and Vice-Chairman of Standing Committees are appointed at Annual Council rather at the first meeting of the Standing Committee. Officers suggest this will give Chairs and Vice-Chairs of Committees more authority, as they have been chosen by the entire Council membership. This will also ensure all council appointments are done in just one meeting and Standing Committees can concentrate on their delegated tasks.

2.3 Financial Governance is the responsibility of all members. Therefore, it is suggested that any councillor should be entitled to be a member of the Finance and General Purposes Committee, if they wish. For this reason it is recommended that a maximum number of Councillors (currently 8) is deleted.

3. Issues

3.1 All amendments to the previous Standing Orders are highlighted in **red**.

3.2 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.

3.3 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 Finance Officer (RFO).

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

4. Recommendations

It is recommended that:

Council approve the revised Standing Orders (APPENDIX H).



DUSTON PARISH COUNCIL

STANDING ORDERS

including Scheme of Delegations and Committee Terms of Reference

These Standing Orders provide procedures and controls for the management of Council business. Basic arrangements are contained in Schedule 12 of the Local Government Act 1972. The procedural requirements in Schedule 12, together with other requirements appropriate for the Council, are incorporated.

Standing Orders should be seen as an aid to proper and effective governance. Over regulation can be an impediment.

DRAFT 2018

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DEFINITIONS

Chairman of the Council	The Councillor of the Council elected to that office by Councillors and known as the Chairman of Duston Parish Council.
Chairman of Committee or Sub-Committee	The Councillor elected by the Councillors of the Committee or Sub-Committee to that office. The Councillors of a Committee or Sub-Committee may elect a Councillor of the Committee or Sub-Committee to be Chairman of an individual meeting in the absence of the Chairman and Vice-Chairman.
Committee	A group of Councillors which has been appointed by the Council to whom duties and powers may be delegated which would otherwise be executed by the Council.
Council	Duston Parish Council
Councillor(s)	Duly elected representative(s) of the electoral areas of Duston Parish Council, who have signed the Declaration of Acceptance of Office and are serving on the Council for the time being.
Vice Chairman	The Vice-Chairman of the Council elected to that position by Councillors of the Council.
Majority	A majority of those present at a meeting and voting. A motion may be carried by a single voter if no other Councillor chooses to vote.
Proper Officer	Statutes refer to the "Proper Officer" for a number of purposes. It is usually the Parish Clerk for any purpose for which a proper officer is mentioned in any statute except where the issue is finance related when the Finance Officer is identified as the "Proper Officer".
Resident	A person who is resident in the electoral area of Duston Parish Council and whose name may or may not appear on the Register of Electors for Duston.
Resolution	A decision of Council, Committee, Sub-Committee or Working Group is made by resolution. To be a resolution it must be formally proposed, seconded and agreed by a majority in a show of hands.
Statutory	As laid down by law.
Sub-Committee, Working Party, or Forum	A sub-Committee, working party or forum established by the Council or a Committee
Working Party	Councillor(s), Officers and other individuals who have been asked to review or investigate a specific topic or topics and report thereon to the constituting body (Council, Committee or Sub-Committee).

1. RULES OF DEBATE AT MEETINGS

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

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

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

1.4 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.

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

1.6 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.

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

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

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

1.10 Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

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

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

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

1.14 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.

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

1.15.1 to speak on an amendment moved by another councillor;

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

1.15.3 to make a point of order;

1.15.4 to give a personal explanation; or

1.15.5 to exercise a right of reply.

1.16 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.

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

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

1.18.1 to amend the motion;

1.18.2 to proceed to the next business;

1.18.3 to adjourn the debate;

1.18.4 to put the motion to a vote;

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

1.18.6 to refer a motion to a committee or sub-committee for consideration;

1.18.7 to exclude the public and press;

1.18.8 to adjourn the meeting; or

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

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

1.20 Excluding motions moved under standing order 1.18, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

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

2.3 If a resolution made under standing order 2.2 is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2.4 Smoking,(including e-cigarette's) is prohibited during any Council, Committee, sub-Committee or working party meeting.

3. MEETINGS GENERALLY

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

- **3.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- **3.2 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.**
- **3.3 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.**
- **3.4 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.**

3.5 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.

3.6 The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall not exceed 15 minutes unless directed by the chairman of the meeting.

3.7 Subject to standing order 3.6, a member of the public shall not speak for more than 3 minutes.

3.8 In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

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

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

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

- **3.12 Subject to standing order 3.13, 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.**
- **3.13 A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **3.14 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.**
- **3.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **3.16 The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

- **3.17 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.**

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

See standing orders 5.8 and 5.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- **3.19.1 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. The request by the councillor will be done before the question is put.**

3.19.2 Immediately after a vote is taken but before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.

3.20 The minutes of a meeting shall at least 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.

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

- **3.22 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 4.4.8 for the quorum of a committee or sub-committee meeting.

- **3.23 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.

3.24 A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

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

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

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

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

4.4.1 shall determine their terms of reference;

4.4.2 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;

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

4.4.4 shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;

4.4.5 may, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;

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

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

4.4.8. 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;

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

4.4.10 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;

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

4.4.12 may dissolve a committee or a sub-committee.

4.5 In accordance with 4.4 the Council will have three Standing Committees;

4.5.1 Engagement and Environment Committee

4.5.2 Finance and General Purposes Committee

4.5.3 Planning Committee

4.6 Business of Standing Committees in 4.5 will usually be dealt with in the following order:

- 1) To receive apologies;
- 2) The Chairman or Councillor presiding shall sign the minutes
- 3) To receive disclosures of interest by Councillors in items on the agenda;
- 4) To receive questions and comments from the public (Public Participation Session).
- 5) Any business remaining from previous meetings
- 6) To receive and consider reports from Officers of the Council;
- 7) Any other business specified in the agenda.

4.5 Attendance by Other Councillors. Any Councillor who is not a member of a Committee may attend any meeting of that Committee. The Chairman may permit any such non-voting Councillor to speak.

5. FULL COUNCIL MEETINGS

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

5.2 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. So in a year where there is no election the Annual Meeting of the Council will be on the third Thursday of May.

5.3 If no other time is fixed, the annual meeting of the Council shall take place at 6pm.

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

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

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

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

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

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

Order of Business for Annual Council

5.10 Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

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

5.10.2 At the Annual Council Meeting of Duston Parish Council the order of business shall be:

- 1) To elect a Chairman
- 2) To receive the Chairman's declaration of acceptance of office or otherwise decide when it will be received, as per standing order 5.10.1;
- 3) To elect a Vice Chairman;
- 4) To receive apologies;
- 5) To approve as a correct record the minutes of the previous annual meeting;
- 6) 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;
- 7) **Chairmen & Vice-Chairmen and members** to existing committees – including any required under the disciplinary procedure and the Parish Clerk's appraisal Committee;
 - Planning Committee
 - Finance and General Purposes Committee
 - Engagement and Environment Committee
- 8) Appointment of any new committees in accordance with standing order 4;
- 9) Review of representation on or work with external bodies and arrangements for reporting back;
- 10) Review of the Council's and/or staff subscriptions to other bodies;
- 11) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- 12) To conduct any other business appropriate for the Annual Council Meeting.

Order of Business for Ordinary Meetings

5.10.3 At ordinary meetings, business will usually be conducted in the following order:

- 1) To receive apologies;
- 2) The Chairman, Vice-Chairman or Councillor presiding shall sign the minutes;
- 3) To receive disclosures of interest by Councillors in items on the agenda;

- 4) Chairman's announcements and such communications as the Chairman of the meeting may wish to lay before the Council;
- 5) To receive questions and comments from the public (Public Participation Session);
- 6) To deal with business expressly required by statute;
- 7) To receive and consider reports from Committee Chairmen including recommendations from Committees and other minutes for information;
- 8) To receive and consider reports from Officers of the Council;
- 9) To approve any changes to Standing Orders, the delegation arrangements or other governing documents;
- 10) To receive business motions from Councillors
- 11) Any other business specified in the agenda.

5.10.4 Reports from Committee Chairmen & recommendations of Committees;

The usual order for considering reports from Committee Chairmen and recommendations of Committees will be:

Planning Committee
Finance and General Purposes Committee
Engagement and Environment Committee

The order may be changed by the meeting by motion put by the Chairman where this is conducive to the efficient conduct of business.

Recommendations of Committees must be included in full on the agenda for the Council meeting.

Recommendations may not be discussed until they have been moved and seconded. This will normally be done by the Chairman and Vice Chairman of the Committee.

Normally only one recommendation may be discussed at a time, but the Chairman may allow 2 or more recommendations to be discussed together where this is conducive to the efficient conduct of business.

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

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

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

6.3 The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

6.4 If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee]. Where a committee is called by two councillors, the notice shall be signed by those Councillors and shall specify the business proposed to be transacted at the meeting (the agenda).

7. PREVIOUS RESOLUTIONS

7.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least four 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.

7.2 When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

9.1 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.

9.2 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 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

9.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.

9.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 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.

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

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

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

9.8 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

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

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

10.1.2 to move to a vote;

- 10.1.3 to defer consideration of a motion;
- 10.1.4 to refer a motion to a particular committee or sub-committee;
- 10.1.5 to appoint a person to preside at a meeting;
- 10.1.6 to change the order of business on the agenda;
- 10.1.7 to proceed to the next business on the agenda;
- 10.1.8 to require a written report;
- 10.1.9 to appoint a committee or sub-committee and their members;
- 10.1.10 to extend the time limits for speaking;
- 10.1.11 to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- 10.1.12 to not hear further from a councillor or a member of the public;
- 10.1.13 to exclude a councillor or member of the public for disorderly conduct;
- 10.1.14 to temporarily suspend the meeting;
- 10.1.15 to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- 10.1.16 to adjourn the meeting; or
- 10.1.17 to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

11.1 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.

11.2 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).

11.3 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.

11.4 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 ●

- 12.1 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.
- 12.2 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 10.1.1
- 12.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- 12.5 **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.**
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- 12.6 Subject to the publication of draft minutes in accordance with standing order 12.5 and standing order 20.1 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 3.21.

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

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

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

13.4 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.

13.5 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

13.6 A dispensation request shall confirm:

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

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

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

13.6.4 an explanation as to why the dispensation is sought.

13.7 Subject to standing orders 13.4 and 13.6, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.

13.8 A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:

13.8.1 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;

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

13.8.3 it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

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

14.2 Where the notification in standing order 14.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.

14.3 The Council may:

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

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

14.4 Upon notification by the relevant 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 him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

15.1 The Proper Officer shall be the Clerk or other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

15.2 The Proper Officer shall:

15.2.1 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 3.2 for the meaning of clear days for a meeting of a full council and standing order 3.3 for the meaning of clear days for a meeting of a committee;

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

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

15.2.3 facilitate inspection of the minute book by local government electors;

15.2.4 receive and retain copies of byelaws made by other local authorities;

15.2.5 hold acceptance of office forms from councillors;

15.2.6 hold a copy of every councillor's register of interests;

15.2.7 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;

15.2.8 liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

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

15.2.10 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);

15.2.11 arrange for legal deeds to be executed;

see also standing order 23.

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

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

15.2.14 refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.

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

15.3.16 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 Scheme of Delegations.

16. RESPONSIBLE FINANCIAL OFFICER

The Clerk has the role of Responsible Financial Officer (RFO). 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

17.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

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

17.3 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:

17.3.1 the Council's receipts and payments (or income and expenditure) for each quarter;

17.3.2 the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

17.3.3 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.

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

17.4.1 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

17.4.2 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.

17.5 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

18.1 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:

18.1.1 the keeping of accounting records and systems of internal controls;

18.1.2 the assessment and management of financial risks faced by the Council;

18.1.3 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;

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

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

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

18.2 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.5 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).

18.3 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:

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

18.3.2 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;

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

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

18.3.5 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;

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

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

18.5 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and

published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

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

19. HANDLING STAFF MATTERS

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

19.2 Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman (if there is one) of the absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.

19.3 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 chairman or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full Council. Resolution of Council could be to convene the Grievance, Disciplinary and Appeals Committee.

19.4 Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of the Council this shall be communicated to the Chairman or Vice-Chairman of the Finance and General Purposes Committee, which shall be reported back and progressed by resolution of full Council.

19.5 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.

19.6 In accordance with standing order 11.1, persons with line management responsibilities shall have access to staff records referred to in standing order 19.5.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

20.1 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.

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

21.1 The Council may appoint a Data Protection Officer.

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

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

21.4 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.

21.5 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.

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

22. RELATIONS WITH THE PRESS/MEDIA

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 15.2.

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

b [Subject to standing order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

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

OR

[Subject to standing order 23.1, 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 PRINCIPLE AUTHORITY COUNCILLORS

24.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the principal authority representing all or some the area of the Parish Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to the Principal authority shall be sent to the ward councillor(s) representing all or some of the area of the Parish Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

25. Unless duly authorised no councillor shall:

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

25.2 issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

26.1 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.

26.2 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 four councillors to be given to the Proper Officer in accordance with standing order 9.

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

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

Terms of Reference & Scheme of Delegations

i) Name of Committee: Planning Committee

Membership: The Committee comprises of no more 8 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice-Chairman.

Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

Meetings: As per the meeting calendar or as considered necessary by the Chair.

Power to Spend: To spend within the budget as allocated to the Planning Committee by full Council.

Delegated Responsibilities:

- a) Make observations on behalf of the Parish Council on planning applications and development plans within Duston and Northampton, and within the area of adjoining authorities, where Duston is affected, directly or indirectly.
- b) To make representations to the Local Planning Authority on applications for planning permission.
- c) To make representations in respect of appeals against the refusal of planning permission. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- d) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- e) To respond to Highway consultations
- f) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.
- g) To make recommendations to Full Council on the following:
- h) In respect of representations to Northampton Borough Council in support of any planning application at odds with policies in the Local Plan.
- i) To make recommendations to Full Council in relation to any arrangements between the parish council and the planning authority regarding the involvement of the parish council in the discharge of planning functions.
- j) The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a

regular basis or as specifically instructed. The Chair of the Planning Committee will, in turn, update the Full Council on the progress of the working group in their report.

ii) Name of Standing Committee: Finance and General Purposes Committee

Membership: Membership of the committee will be decided at the Annual meeting of the Parish Council. The quorum for the Committee shall be the 3 councillors and will consist of least 5 councillors in membership. ~~The Committee will comprise a maximum of 8 councillors.~~

Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice-Chairman.

Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

Meetings: As per the meeting calendar or as considered necessary by the Chair.

Power to Spend:

- Expenditure as approved by Full Council for facilities.
- Consent for grant applications received by Duston Parish Council within the allocated budget approved by Full Council.

Delegated Responsibilities:

- a. The committee shall monitor all aspects of the Council's performance not otherwise monitored by any other council committee or working party and shall report thereon to the council.
- b. Oversee the financial administration including all payments made by Duston Parish Council.
- c. To maximize the use and revenues of Duston Parish Council facilities.
- d. To keep under review the Council's financial regulations, protocols and policies.
- e. To oversee resource requirements of the Council and make recommendations to the Council. Resources include financial, land, property, employees and contractors.
- f. To recommend to the Council an annual budget and precept.
- g. To regularly monitor income and expenditure and make any recommendations to the Council.
- h. Oversee matters relating to premises, leases and licences.
- i. To make recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.

- j. To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council.
- k. To vire expenditure and carry overs within its own budget as approved by Full Council.
- l. The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Finance and General Purposes Committee will, in turn, update the Full Council on the progress of the working group in their report.

iii) Name of Standing Committee: Engagement and Environment Committee

Membership: The Committee comprises of no more than 8 councillors. The quorum for the Committee shall be the 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice-Chairman.

Voting: Decisions must be taken by a majority vote. In the case of an equal vote the Chairman shall have a second or casting vote.

Meetings: As per the meeting calendar or as considered necessary by the Chair.

Power to Spend: The Committee shall have authority to authorise expenditure from budgets allocated to the Committee by Full Council.

Delegated Responsibilities:

- a) To oversee publicity, tourism and events
- b) Provide oversight of the contract for Duston Sports Centre
- c) To support economic development and promotion of the Parish
- d) To make any recommendations to the Council on the formulation of any policy or strategy in relation to the discharge of its role and function.
- e) To discharge all other aspects of its role and functions in accordance with relevant legislation, any policy or strategy relating to the function approved by the Council, and only within the budget provision made by the Council
- f) To vire expenditure within its own budget and to recommend to the Finance and General Purposes Committee such other virements and carry overs as the Committee considers appropriate
- g) To oversee management of trees, green spaces, playgrounds, parks and fields – grass and hedge cutting, general maintenance
- h) To oversee the war memorial

- i) To provide oversight of the Council's Social Media accounts and communications (including all newsletters' and websites)
- j) The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Engagement and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report

iv) Name of Sub-Committee: Personal Sub-Committee

Membership: The Committee shall consist of no less than 5 Councillors. The quorum for the Committee shall be 3 Councillors.

Meetings: When deemed necessary by Council.

Responsibilities:

To make recommendations to Council on the following,

- a) To consider and determine matters relating to salaries and conditions of service, and health and safety and employment policies relating to all employees of the Council, with reference to the Service of the National Joint Council for Local Authorities NJC policies and to determine Council policy as to those discretionary provisions contained in the scheme.
- b) In line with the Council's strategic objectives, to recommend to Full Council any changes in the Council's establishment resulting from a management review of the structure.
- c) To receive and approve reports from the Parish Clerk on changes and/or issues relating to the Council's staff including overtime.
- d) To consider and make recommendations to Full Council on the appointment of the Parish Clerk and on any matter relating to the conditions of employment and role of the Parish Clerk.
- e) To determine the training and qualification policy of the Council.
- f) To determine the expenses policy of the Council
- g) To determine the overtime payment policy of the Council
- h) To establish the health, safety and welfare policy of the Council.
- i) To determine applications for the payment of honoraria.
- j) To determine the policy for the designation of staff as essential/casual car users.
- k) To determine the Council's policy in relation to discretionary items of the Local Government Pension Scheme.
- l) To approve proposals from the Parish Clerk for additional hours to be worked by the Parish Clerk and related TOIL or extra payments.

- m) To receive and approve HR and/or medical reports relating to long term sickness and/or absence issues for senior staff including the Parish Clerk
- n) To review and approve the performance management framework for DPC employees.

v) *Grievance / Disciplinary and Appeals Committee*

Functions – to deal with matters arising from the Council's disciplinary and grievance procedures. The Parish Clerk, in consultation with the Chairman, will call on a minimum of three members to serve as the Grievance, Disciplinary and Appeals Committees, should the need arise (In accordance with standing order 19).

vi) *Scheme of Delegation to Officers*

These delegations derive from the Council.

The Parish Clerk shall:

1. Be the Proper Officer (Responsible Financial Officer) for all Proper Officer functions including the "Section 151" function;
2. Manage all employees of the Council and have the authority to take disciplinary action under agreed procedures;
3. Arrange and call meetings of the Council, its Committees and sub-Committees in agreement with the relevant Chairman;
4. Carry out and implement any Council, Committee or sub-Committee resolution;
5. Deal with day to day matters in relation to all the Council's functions, facilities and leases, in accordance with policies and decisions of the Council or relevant Committee.
6. Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations)
7. To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.
8. Make adequate and effective arrangements to pay salaries and wages to all employees of the Council;
9. Maintain adequate and effective personnel records.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the relevant Chairman (or Vice-Chairman in their absence);

Delegate any of the above responsibilities to another Officer. This will be in writing to the Officer concerned and will set out the extent of the onward delegation and any conditions attaching to it.

PARISH COUNCIL MEETINGS

FREQUENTLY ASKED QUESTIONS

1. What are Standing Orders for?

To make meetings easier to manage. Some requirements for conducting meetings are statutory but Standing Orders enable clear processes to be applied.

2. How often are meetings required?

The minimum is that four meetings are held in a year, one of which is the Annual Council Meeting (note: this is not the same as the Annual Parish Meeting). There is no maximum.

3. When should meetings be held?

The Annual Meeting should be held in May. In an election year, the Annual Meeting should be held within 14 days of the elected Councillors taking office (i.e. on the fourth day after the election or within 14 days after that day).

4. At what time of day should meetings be held?

Any time. If no time is fixed by the Annual Meeting, meetings must start at 6pm.

5. Where should meetings be held?

Anywhere that is free of charge or subject to a reasonable charge. If the Parish Council does not own premises, it may require free use of a room maintained by the local education authority or any other room maintained out of a "rate". Licensed premises may be used if no suitable room is available free of charge or at reasonable cost.

6. How many Councillors must attend for a meeting to have a quorum?

Three or one-third of the total number, whichever is the greater number.

7. Does a majority of the Councillors present have to vote for a decision to be made?

No. A majority of those Councillors who actually vote is sufficient (this could be a single person voting).

8. Does the way Councillors vote have to be recorded in the minutes?

No, unless any Councillor asks that the votes cast on a particular item be recorded. A Councillor can ask for his or her individual vote to be recorded.

9. Does a meeting have to carry on until the agenda is completed?

No, a meeting may be adjourned. The business can be completed on another specified occasion prior to the next scheduled regular meeting.

10. Can an agenda include "Any Other Business"?

This is not good practice and no decision may be made on an item of business raised in this way.

11. How does "delegated authority" work?

Under the Local Government Act 1972 s 101 (a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee or officer of the authority. The Parish Council does not have the power to delegate a decision to an individual Councillor.

However, certain functions cannot be delegated and are therefore reserved to the full Council, although an appropriate committee may make recommendations thereon for the Council's consideration This includes but not exhaustive:

- Setting the precept and approval of the Council's budget
- Authorising borrowing;
- Appointing representatives to outside bodies;
- Making, amending, revoking, re-enacting or adopting by-laws;
- Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Adoption or revision of the Council's Code of Conduct.
- Appointment of the Clerk.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence

11. What if a matter of genuine urgency arises?

Good practice is for decisions to be delegated to the Parish Clerk in consultation with at least two named Councillors.

12. Can the public and press be excluded from a meeting?

Yes, if there is confidential business or if there is some other good reason. The exclusion has to be voted for by a majority of Councillors present and the reason has to be stated in the motion to exclude and then in the minutes of the meeting. It is important to do this even if no member of the public is actually present at the time, in case someone arrives during the discussion of the item. The most likely cases are when employment, contracting or legal matters are to be discussed.

13. Can the public speak at meetings?

Yes, but only if the Council has set aside a specified period for public questions or statements. Commonly, this would be at the start of the meeting. This is another example of how Standing Orders can be used to define procedures.



Quarterly Internal Controls Procedure and Report

It is a requirement that the Parish Council ensures that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk. As per Duston Parish Council Financial Regulations 2.2. The Internal Controls Councilor must not be an account signatory.

Responsibilities

It is the responsibility of the Parish Clerk / RFO to ensure that all documents are available for inspection on the arranged date each quarter

It is the responsibility of the Internal Controls Councilor to conduct the monitoring inspection and report the findings at the next meeting of Full Council.

The Report of the Internal Controls Councilor will be kept for 12 months.

The Internal Controls Councilor Report

The Councilor must work through the Checklist on Page 2.

Signed by Internal Controls Councilor:

Date:

Signed by Clerk/RFO:

Date:

Checklist	Approved Yes/No	Comments
1 Minutes for previous quarter present and signed		
2 Purchase Invoices have been approved by the Clerk/RFO		
3 Cheques counterfoil have been signed by at least two Councillors		
4 Bank Reconciliations match bank statements		
5 Bank Reconciliations have been approved by the Finance & General Purposes Committee		
6 Invoices have been approved by the Finance and General Purposes Committee		
7 Quarterly VAT return has been submitted to HMRC		
8 Monthly Payroll filed. Tax, NI and Pension Contributions made		
9 Insurance up to date		
10 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations		



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Date:

Signed by Clerk/RFO:

Date:

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3	Cheques counterfoil have been signed by at least two Councillors		
4	Bank Reconciliations match bank statements		
5	Bank Reconciliations have been approved by the Finance & General Purposes Committee		
6	Invoices have been approved by the Finance and General Purposes Committee		
7	Quarterly VAT return has been submitted to HMRC		
8	Monthly Payroll filed. Tax, NI and Pension Contributions made		
9	Insurance up to date		
10	Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations		



DUSTON PARISH COUNCIL

Committee: Full Council
 Date: Thursday 6th December 2018
 Agenda Item: 62: Draft Budget 2019/20

1. PURPOSE

To present the 2019/20 draft budget and proposed precept demand to Full Council for comments and recommendations before final approval on January 6th 2019.

2. BACKGROUND INFORMATION - FINANCIAL IMPLICATIONS

2.1 In calculating the level of precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) Next year's expenditure, including an allowance for contingencies;
- b) Outstanding expenditure incurred in previous years;
- c) Expenditure likely to be incurred before the precepted sum becomes available; and
- d) Payments to a capital fund or building maintenance reserve

3. BUDGET ASSUMPTIONS

Expenditure

3.1 The salaries model is based on the existing staff structure and working patterns. Staff who are not at the top of their scale are assumed to move up one salary point subject to satisfactory performance. Employer's contributions into the pension scheme are currently included at 28.3% of pensionable pay for 2019/20 (27.3% in 2018/19).

3.2 This budget has allowed for a salary increase of 2.5% as the exact figure has not yet been confirmed by Government.

Key Points

3.3 The budgets for 2017/18 and 2018/19 started with a deficit of £52,099 and £45,223 respectively which were met from reserves. The proposed draft budget for

2019/20 is a balanced budget with no starting deficit that invests more in community events whilst making savings on internal running costs.

3.4 Budgeted net expenditure is £697,992 (assuming income growth of 8%) which means a precept requirement of £480,092 (an increase on 2018/19 of 2.76%).

3.5 Expected income has been increased by 8% to reflect an anticipated rise in room hire rates and commercial rents.

3.6 Full staffing gives a total increase of £22,858 on 2018/19, which is largely offset by a corresponding saving of £5,000 in agency fees and a reduction in Finance, legal and HR fees of £10,500 (including a saving in accountancy fees of £8,000).

3.7 Increased use of St Luke's and DCC requires an increase in expenditure for cleaning and waste removal.

3.8 Additional funding of £2,000 is proposed for the Events budget to cater for Bloom.

3.9 Provision for IT and telephones has been reduced by £3,000 through the negotiation of a new contract.

3.10 New insurance arrangements have resulted in a saving of £2,400 for 2019/20.

3.11 Money budgeted for elections (£2,000) has been removed as this is already covered by £40,000 of existing earmarked reserves.

3.12 Changes to the council's licensing and audit arrangements have allowed for a further saving of £2,000.

3.13 An allowance for capital projects has also been removed as it is catered for in earmarked reserves.

4. PRECEPT

The draft budget proposes a precept of £480,092 which represents a 2.76% increase on 2018/19 and equates to a Band D charge of £86.95 (£84.21 in 2018/19 and £82.57 in 2017/18).

5. GENERAL RESERVE / TREASURY MANAGEMENT POLICY

5.1 The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April). The general reserve is also a contingency for unforeseen expenditure or loss of income.

5.2 For the purpose of the precept calculation a prudent target closing reserve figure at 31st March 2020 would be £554,980 which is approximately 9 months net expenditure. NALC's "Governance & Accountability for Local Councils – Practitioners' Guide" recommends that councils hold a minimum general reserve equivalent to at least 3 months gross expenditure.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) Council notes the draft budget
- b) Council notes the proposed precept of £480,092 which represents a 2.76% increase on 2018/19 and equates to a Band D charge of £86.95.
- b) Council agrees a balance of £554,980 as a prudent minimum general reserve for the 31st March 2020 when considering the calculation of the Precept for 2019/20.

Report by: J Gleich Parish Clerk / RFO

DUSTON PARISH COUNCIL
BUDGET 2019/2020

	2018/19 As agreed	2019/20 As agreed	Income	2018/19 As agreed	2019/20 As agreed
ADMINISTRATION					
Employees					
PC Salaries	220,067	240,000	Income from room and office hire	200,624	217,900
EERS NI	19,153	22,000			
EERS Pension	60,078	60,000			
Agency wages contingency	10,000	5,000	To be met from ear marked reserves	45,223	-
Staff welfare/clothing	500	600			
Travel & Subsistence Clr	200	200			
Travel & Subsistence EES	500	500	Total Income	245,847	217,900
Training Ees	2,760	4,500			
Training Councillors	600	500			
TOTAL	313,858	333,300			
Councillors Services					
Chairmans Allowances	600	600	Budget Requirement expenditure	713,048	697,992
Councillors Allowances	5,000	5,000	Income	245,847	217,900
TOTAL	5,600	5,600	Precept Requirement	467,201	480,092
Office Expenses			Precept increase over last year		2.76%
IT Licences etc	4,000	4,000			
Photocopier	1,800	1,800			
Postage	500	500			
Stationery	1,500	1,500			
Telephone/broadband	6,500	3,500			
Office/computer Equipment	2,000	4,000			
IT support	3,000	3,000			
TOTAL	19,300	18,300			
Parish Van					
Lease charges/van running costs	3,000	3,500			
Insurance	600	600			
TOTAL	3,600	4,100			
Audit & Legal					
Finance/legal/HR	30,000	19,500			
Insurance	14,000	11,600			
Audit	3,000	1,500			
Membership Fees	4,000	4,500			
Licensing fees	2,000	1,500			
Elections	2,000	-	Allowed for in election earmarked reserves		
TOTAL	55,000	38,600			

Parish Office		
Electricity	6,000	6,000
Water	2,000	2,000
Rates	2,000	2,000
	TOTAL	10,000 10,000
Communications		
Newsletter	5,000	6,000
Publications	7,000	4,000
	TOTAL	12,000 10,000
Miscellaneous Costs		
Loan repayments St Lukes	31,500	31,202
Loan repayments Duston Sports Centre	24,000	24,000
Loan repayments Duston Community Centre	65,200	65,200
Community Events	10,000	12,000
Building repairs/ maintenance	15,000	15,000
Bank charges	100	100
St Lukes utilities	12,000	12,000
St Lukes repairs/maintenance	5,000	5,000
St Lukes rates	1,200	3,000
Catering costs and equipment	4,100	4,000
Cleaning, laundry, consumables	1,500	3,000
Waste removal	1,500	5,000
Security	1,500	1,500
Environment (Parks, Bins etc)	40,000	40,000
Capital Projects expenditure	20,000	-
	TOTAL	232,600 221,002
Community		
Grants	10,500	10,500
Youth Programme	27,590	25,590
Donations		
	TOTAL	38,090 36,090
Planning Committee		
Planning	1,000	1,000
Neighbourhood Plan		
	TOTAL	1,000 1,000
Contingency		
	22,000	20,000
TOTAL EXPENDITURE	713,048	697,992



DUSTON PARISH COUNCIL

Committee: Full Council
Date: Thursday 29th November 2018
Agenda Item: 63. Parish Van Replacement

1. Purpose

To approve funding to replace the Parish Council van.

2. Background

2.1 In 2015 Duston Parish Council signed a three year lease agreement for the current van (Nissan ENV200), which is due to expire at the end of 2018. The agreement does not allow DPC to purchase the van or to extend the lease, therefore a replacement is required.

2.2 At the time the lease was signed, DPC opted to acquire an environmentally friendly electric vehicle which was significantly subsidised by a government incentive scheme.

2.3 The current annual budget for the vehicle is £3,600 including insurance.

2.4 The current vehicle requires no road tax being electric powered, and has been driven for 7,400 miles during the three years of the lease.

3. Issues

3.1 Parish staff who regularly use the current van have identified the following:

- The size of the current van is most suitable.
- An internal bulkhead to protect the driver and passenger is required.

- Staff would benefit from the ability to attach a roof rack.

3.2 Due to the low mileage travelled, a diesel powered replacement may be prone to mechanical faults due to the build up of engine deposits over time. Therefore, either an electric or petrol powered van would be most suitable.

3.3 Leasing may restrict DPC if a change of vehicle were required as a result of changes to the way grounds maintenance is provided. Early termination of the lease would likely incur financial penalties.

3.4 If leased the monthly cost would be approximately double that of the current van due to decreases in Government subsidies for environmentally friendly vehicles. Therefore, Council is being asked to consider the purchase of a van as opposed to a lease option.

3.5 In the event that a used vehicle is purchased, officers would seek a vehicle no more than three years old, and with millage of no more than 30,000 miles.

3.6 If a used vehicle is sought officers will commission all appropriate professional mechanical and background checks prior to purchase.

3.7 Running costs would continue to be met by the existing parish van budget.

3.8 Any purchase will be made in accordance with the relevant requirements set out in the council's Financial Regulations.

4. Options

Electric or Petrol Vehicle?

4.1 Petrol vehicles are cheaper to buy initially and servicing and repairs are easier and cheaper to arrange. Annual road tax would be £250.

4.2 Electric vehicles are more costly to buy new, and repairs and servicing are more specialised and therefore more expensive. However, electric vehicle are more environmentally friendly and are exempt from road tax.

4.3 Over the last three years the parish van has travelled an average of 48 miles per week, therefore the difference in fuel costs between the two options are minimal.

New or Used Vehicle?

4.4 A new vehicle would cost more to purchase, although it would be covered by the manufacturer's warranty and would not require an MOT for the first three years.

4.5 A used vehicle would be cheaper to buy, and there is less of a cost difference between the petrol and electric options. Would require an annual MOT and be outside of the manufacturers warranty if more than three years old. The cost of an MOT is £40 (not including any remedial work that is required).

5. Recommendations

Council is recommended to **AGREE:**

- a) To operate an electric vehicle, **or** change to petrol.

AND

- b) To approve funding of £22,000 to purchase a **new electric** van (equivalent to current vehicle)

OR

- c) To approve funding of £15,000 to purchase a **new petrol** van (equivalent to current vehicle)

OR

- d) To approve funding of £9,000 to purchase a **used** replacement van. (either electric or petrol powered equivalent to current vehicle).



Duston Parish Council

Lone Working Policy

1. Introduction

1.1. Duston Parish Council recognises that some staff are required to work by themselves in the community and in Parish Council facilities without close or direct supervision, sometimes in isolated work areas or out of office hours.

1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Duston Parish Council has a legal obligation to look after the health, safety and welfare of their employees and contractors. However, employees also have responsibilities to take reasonable care of themselves and other people affected by their work.

2. Scope of the Policy

The Health & Safety Executive guidance states that it is legal to work alone but employers have a duty to assess the risks to lone workers and take steps to avoid or control the risks. This requires the identification of hazards at work, assessing the risks involved, and putting measures in place to avoid or control the risks.

This policy applies to all situations involving lone working arising in connection with the duties and activities of Duston Parish Council staff.

3. Definitions of Lone Working

Those working at their main place of work where:

- Only one person is working on the premises
- People work separately from each other, eg in different locations.
- People working outside normal office hours

Those working away from their fixed base where:

- One worker is visiting another premises or location;
- One worker is making a home visit to an individual;

- One worker is working from their own home.

4. Aims of the Policy

The aim of the policy is to:

- Increase employee awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way, and that safe systems and methods of work are put in place to reduce the risk so far as is reasonably practicable.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working.
- Reduce the number of incidents and injuries to staff related to lone working.

5. Responsibilities

5.1. Duston Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working.
- Providing resources for putting the policy into practice.
- Ensuring that there are arrangements for monitoring incidents linked to lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy
- Ensuring that risk assessments are carried out and reviewed regularly, putting procedures and safe systems into practice which are designed to eliminate or reduce risks associated with working alone.
- Managing the effectiveness of preventative measures through an effective system of reporting, investigating and recording incidents.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

The Clerk and line managers are responsible for the day-to-day management of lone workers.

5.2. Employees are responsible for:

- Taking reasonable care of themselves and others affected by their actions.
- Following guidance and procedures designed for safe working.

- Reporting all incidents to the Clerk or line manager that may affect the health and safety of themselves or others and asking for guidance as appropriate.
- Taking part in any training designed to meet the requirements of the policy.
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.
- Co-operate with their line manager to ensure lone working arrangements are followed.

5. Guidance for Risk Assessment of Lone Working

Risks to be assessed during the process include:

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings - what procedures are in place? Is the equipment safe for individual use?

This list is not exhaustive and other risks may be identified during the risk assessment process.

6. Good Practice for Lone Workers

6.1. During work hours, all staff leaving the workplace (or home) should leave the details of where they are going and their estimated time of arrival back with another party.

6.2. If, during the trip away, any plans change significantly this should be communicated back to the other party.

6.3 Lone workers should confirm that they are safe at the end of each shift.

6.4. When meeting with contractors arrangements must be made to meet in a public place and not in private residential properties.

6.5. If a visit is being made to a member of the public in their home another member of staff must be informed of the visit and the approximate times.

6.6. Lone workers should have access to adequate first aid facilities and mobile workers should carry a first aid kit suitable for treating minor injuries with them.

6.7. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.

6.8. All incidents must be reported to the Clerk. Employees should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. If emergency assistance is required employees should dial 999.

6.9. A Member of Staff is at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone; if they feel threatened or feel it would be inappropriate.