

**DUSTON PARISH COUNCIL**

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL28th May 2021

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council, which will be held at Duston Community Centre at Pendle Road, on **Thursday 3rd June 2021 at 7pm** when the following business will be transacted.

AGENDA

11. To receive apologies for absence

12. To receive and approve the minutes of the meeting held on 1st April 2021 - (APPENDIX A)

13. To receive and approve the minutes of the Annual Meeting held on 20th May 2021 - (APPENDIX B)

14. 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).

15. Public Participation Session

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

(Persons wishing to address Council on an agenda item 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).

16. Police Report

- To receive the Police Report for the last period (APPENDIX C).

17. Bank Reconciliations

- a) To approve bank reconciliations for February 2021 (APPENDIX D)
- b) To approve bank reconciliations for March 2021 (APPENDIX E)

18. Invoices for Approval

- a) To approve invoice payments for February 2021 (APPENDIX F)
- b) To approve invoice payments for March 2021 (APPENDIX G)

19. Grants

- a) To receive a grant application from Duston and Upton PCC (APPENDIX H)
- b) To receive a grant application from Ashwood & Sycamore Rd Neighbours (APPENDIX I)

20. Co-Options

- To co-op to fill two vacancies in the ward of Old Duston

21. Code of Conduct

- To adopt the code of conduct of the new principal authority (APPENDIX J)

22. Appointment of Internal Control Councillor

- To appoint the Internal Control Councillor for the year 2021/22

23. Report of the Internal Auditor 2020/21

- a) To approve the Report of the Internal Auditor for 2020/21 (APPENDIX K)
- b) To agree the scope of Internal Audit remains appropriate
- c) To agree that the Internal Audit regime is effective

24. End of Year Accounts 2020/21

- a) To approve the Annual Return and Governance Statement 2020/21 (APPENDIX L)
- b) To approve the End of Year Accounts 2020/21 (APPENDIX M)

25. Asset Register

- To approve the Asset Register 2020/21 (APPENDIX N)

26. Standing Orders

- To review the Council's Standing Orders (APPENDIX O)
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

27. Financial Regulations

- To review the Council's Financial Regulations (APPENDIX P)

28. Adoption of Right of Way and Footpath at Alfred Knight Close

- To consider adoption (APPENDIX Q)

29. Fly-Tipping

- To discuss fly-tipping

Justin Gleich

Duston Parish Clerk (signed on original)



DUSTON PARISH COUNCIL

APPENDIX A

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

FULL COUNCIL

MINUTES 1st April 2021

CHAIRMAN:

Councillor Pape, in the Chair

PRESENT:

Cllrs Bottwood, Stonehouse, Patel, Ingram, Maitland, Huffadine-Smith (who joined from Item 148)

IN ATTENDANCE:

Justin Gleich – Parish Clerk
Gary Youens – Deputy Parish Clerk

Cllr Pape noted that 2021 marked the 30th anniversary of Duston Parish Council.

144. Apologies

- Apologies were received from Cllr Enright-King

145. Minutes of 4th March 2021

- Council resolved to approve the minutes of the meeting held on Thursday 4th March 2021 - (APPENDIX A)

146. Declarations of Interest

- There were no declarations of interest

147. Public Participation Session

- No members of the public were registered to speak

148. Police Report

- Council received the Police Report for the last period (APPENDIX B).

149. Parish Boundary Signs

- Council resolved to replace existing parish boundary signs with the green design proposed in APPENDIX C.

150. Adoption of Duston Village Phone Box

- Council resolved to adopt the decommissioned phone box in Duston village and to replace it with a traditional red box.

151. Litter in the Parish

- Council discussed issues concerning litter in the parish.

152. Future Community Governance Review

- Council discussed considerations for a future community governance review.

Cllr Pape thanked Councillors for their service to Duston and the parish council and wished them well.



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

ANNUAL MEETING

MINUTES 20th May 2021

Present: Cllrs Pape, Ingram, Golby, King, Hinch, Enright-King, Maitland, Ennis-Clark

In Attendance:

Justin Gleich – Parish Clerk

Gary Youens – Deputy Parish Clerk

1. Election of Chairman of the Council

- Council resolved to elect Cllr Pape as Chairman of the Council for the ensuing municipal year.

2. Declaration of Acceptance of Office

- Cllr Pape signed the Declaration of Acceptance of Office as Chairman of the Council.

3. Election of Vice Chairman

- Council resolved to elect Cllr Bottwood as Vice Chairman of the Council for the ensuing municipal year.

4. Apologies for Absence

- Cllrs Bottwood and Stonehouse

- 5. To receive and approve the minutes of the meeting held on 28th May 2020 - (APPENDIX A)**
- Council resolved to approve the minutes and authorised the Chairman to sign the same.
- 6. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda**
- There were none
- 7. Annual Calendar of Meetings**
- Council resolved to meet on the first Thursday of each month at 7pm
- 8. Appointment of Standing Committees**
- Council resolved to split the Environment and Planning Committee into individual Environment and Planning committees with the terms of reference reallocated accordingly.
 - Council resolved to make the following committee appointments:
Engagement and Wellbeing – Cllrs Maitland (Chair), Stonehouse (Vice-Chair), Golby, Ennis-Clark.
Environment – Cllrs Enright-King (Chair), King (Vice-Chair), Maitland.
Planning – Cllrs Ingram (Chair), Hinch (Vice-Chair), Bottwood, Golby
- 9. Subscription to National Association of Local Councils**
- Council resolved to renew its annual NALC/NCALC subscription for 2021/22.
- 10. Declaration of Eligibility to Exercise the General Power of Competence**
- Council resolved that it met the eligibility criteria to exercise the general power of competence as required under the Localism Act 2011.



PC 61 Kellie BUTLER
 PCSO 7140 Lee SHELTON
 PCSO 7037 Beth ALLWORK

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

Telephone: 101

Follow us on Twitter: [@NptonPolice](https://twitter.com/NptonPolice)
Like us on Facebook: [NorthamptonPolice](https://www.facebook.com/NorthamptonPolice)

Duston Parish Council Police Report.

Ladies and Gentlemen,

Please find below the Crime Figures for April 2021.

	Burglary Residential	Burglary Non-Business	Criminal Damage	Vehicle Crime
January	5	0	4	4
February	6	0	5	11
March	10	0	6	1
April	2	0	5	6
May				
June				
July				
August				

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.*

September				
October				
November				
December				

Below are details how to contact us:

Telephone: 999 in an emergency, for non-urgent matters you can call 101.

To avoid waiting on the telephone, we recommend making use of our online system, it's quick and easy, and has lots of useful advice which may answer your query, you can report online in the following ways:

Crimes and Incidents: www.northants.police.uk – click the report button.

Give Information: www.northants.police.uk/contact/cubp/northants/tell-us-about-something-youve-seen-or-heard/

Or Anonymously at:

www.crimestoppers-uk.org/ or by telephone 0800 555 111.

To submit Dashcam footage:

www.northants.police.uk/police-forces/northamptonshire-police/areas/northamptonshire-force-content/about-us/about-us/operation-snap-northamptonshire/

For Thanks and Complaints:

<http://www.northants.police.uk/fo/feedback/tc/thanks-and-complaints/>

Sign up to Neighbourhood Alert: <https://www.northants.police.uk/advice/advice-and-information/wsi/watch-schemes-initiatives/as/northants/neighbourhood-alert/>

Are you aware of our Social Media Channels:

We are on Facebook: www.facebook.com/northamptonpolice/

We are on Twitter: www.twitter.com/NptonPolice

Finally you can email us at: NeighbourhoodTeamNorthampton@northants.pnn.police.uk, however this is not an appropriate method to report crimes and incidents as it is not monitored 24/7.

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.

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.'*

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>

Kind Regards
(PC 61 Kellie BUTLER)

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.'*

Duston Activity for April 2021

Action taken by officers and PCSO's this month – April 2021.

- On-going neighbourhood dispute on Northfield Road, partner agencies involved
- Reassurance visit and letter drop completed along Ashwood Road, Beachwood Road, Peveril Road after a series of attempt burglaries.
- Neighbourhood alert sent out in regard to the incident above and relevant crimes have been recorded by officers.
- Increased patrols on Darwin Walk, after reports of the smell of cannabis
- 2 X vehicles seized for no tax
- Concerns raised over a tenant on Montague Crescent, welfare check carried out and continued support offered
- Hopping Hill school have raised concerns about the smell of cannabis in the surround area, additional patrols have been completed
- Prestbury Road, concerns over ASB and motorcycle nuisance
- Cannabis factory located at Bramhall Rise, which is still being investigated
- Duston school have raised concerns over some students, they have been spoken to and welfare checked.
- Officers visit CO-OP Main Road Duston after reports of prolific shoplifters, offered reassurance and continued investigation
- Disburse group of youths and gave strong words of advice on government guidelines around Covid-19
- Officers carried out a planned OP over the course of 4 nights at the end of April across all beat areas targeting ASB and nuisance behaviour, Drugs, and Traffic offences. Additional resources including plain clothes officers and vehicles carrying out patrols on foot and vehicle. The use of ANPR and other CCTV cameras within Northampton. Overall, we arrested 3 wanted males, seized 5 vehicles, numerous intel logs and lots of disruption, additional patrols and supporting colleagues.

Date: 28/04/2021

Duston Parish Council

Page 1

Time: 13:30

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 2 - Business Saver A/c 63253058**

User: NG


<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	28/02/2021	2	495,410.22
			<u>495,410.22</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			495,410.22
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			495,410.22
		Balance per Cash Book is :-	495,410.22
		Difference is :-	0.00

THE OFFICIALS
DUSTON PARISH COUNCIL
DUSTON COMMUNITY CENTRE
PENDLE ROAD
NORTHAMPTON
NN5 6DT

Your Business Premium Account

At a glance

04 Feb - 03 Mar 2021

Date	Description	Money out £	Money in £	Balance £
4 Feb	Start Balance			525,410.22
19 Feb	 to Account 03573680 at 20-61-51 TOP Up Internet Banking	30,000.00		495,410.22
3 Mar	Balance carried forward			495,410.22
	Total Payments/Receipts	30,000.00	0.00	

Start balance	£525,410.22
Money out	£30,000.00
Money in	£0.00
► Gross interest earned	£0.00
End balance	£495,410.22

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	28/02/2021	2	69,300.30
			<u>69,300.30</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			69,300.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			69,300.30
		Balance per Cash Book is :-	69,300.30
		Difference is :-	0.00

THE OFFICIALS
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Current Account

At a glance

26 Feb - 04 Mar 2021

Date	Description	Money out £	Money in £	Balance £
26 Feb	Start Balance			70,079.96
	DD Direct Debit to Dbfb Ltd Ref: MD3Hqed	63.00		70,016.96
	DD Direct Debit to Dbfb Ltd Ref: Tfn5Hvn	390.12		69,626.84
	DD Direct Debit to Veolia ES UK Ltd Ref: 12863901	446.54		69,180.30
	<input type="checkbox"/> Direct Credit From Feather Care Ref: Inv No 4380		120.00	69,300.30
1 Mar	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.37		69,286.93
3 Mar	<input checked="" type="checkbox"/> Direct Credit From Squirrels Childcar Ref: 4377		4,000.00	73,286.93
4 Mar	DD Direct Debit to Vodafone Ltd Ref: 690818276-00001	59.70		73,227.23
	<input type="checkbox"/> Direct Credit From Affi Day Car F Ref: 4379		1,800.00	75,027.23
4 Mar	Balance carried forward			75,027.23
	Total Payments/Receipts	972.73	5,920.00	

Start balance	£70,079.96
Money out	£972.73
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£5,920.00
End balance	£75,027.23

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 5 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2021	1	107.08
			<u>107.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			107.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			107.08
		Balance per Cash Book is :-	107.08
		Difference is :-	0.00

**Bank Reconciliation Statement as at 28/02/2021
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	28/02/2021	2	81.84
			<hr/> 81.84
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			81.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			81.84
		Balance per Cash Book is :-	81.84
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Business Saver A/c 63253058**




<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver A/c 3058	31/03/2021	3	475,423.42
			<u>475,423.42</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			475,423.42
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			475,423.42
		Balance per Cash Book is :-	475,423.42
		Difference is :-	0.00

THE OFFICIALS
 DUSTON PARISH COUNCIL
 DUSTON COMMUNITY CENTRE
 PENDLE ROAD
 NORTHAMPTON
 NN5 6DT

Your Business Premium Account

At a glance

04 Mar - 01 Apr 2021

Date	Description	Money out £	Money in £	Balance £
4 Mar	Start Balance			495,410.22
8 Mar	 Interest Earned Gross For The Period 7 Dec 2020 - 7 Mar 2021		13.20	495,423.42
11 Mar	 to Account 03573680 at 20-61-51 Account TOP Up Internet Banking	20,000.00		475,423.42
1 Apr	 From Account 03573680 at 20-61-51 Nbc Covid Grant Internet Banking		25,114.50	500,537.92
1 Apr	Balance carried forward			500,537.92
Total Payments/Receipts		20,000.00	25,127.70	

Start balance	£495,410.22
Money out	£20,000.00
Money in	£25,127.70
▶ Gross interest earned £13.20	
End balance	£500,537.92

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current A/c 03573680**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/03/2021	3	89,120.38
			<u>89,120.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			89,120.38
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			89,120.38
		Balance per Cash Book is :-	89,120.38
		Difference is :-	0.00



DUSTON PARISH COUNCIL

Sort Code 20-61-51
Account No 03573680

SWIFTBIC BUKBGB22

IBAN GB16 BUKB 2061 5103 5736 80

Issued on 06 April 2021

THE OFFICIALS
DUSTON PARISH COUNCIL
DUSTON COMMUNITY CENTRE
PENDLE ROAD
NORTHAMPTON
NN5 6DT

Your Business Current Account

At a glance

26 Mar - 01 Apr 2021

Date	Description	Money out £	Money in £	Balance £
26 Mar	Start Balance			88,815.10
	DD Direct Debit to Dbfb Ltd Ref: MD3Hqed	63.00		88,752.10
	DD Direct Debit to Dbfb Ltd Ref: Tfn5Hvn	416.50		88,335.60
	Giro Direct Credit From Weight Watchers UK Ref: BACS Batch Payment		1,414.43	89,750.03
29 Mar	DD Direct Debit to Veolia ES UK Ltd Ref: 12863901	446.54		89,303.49
31 Mar	DD Direct Debit to Aviva Pension Ref: 00117873890001	183.11		89,120.38
1 Apr	DD Direct Debit to TV Licence MBP Ref: 3785257662	13.37		89,107.01
	Internet Banking Transfer to Account 63253058 at 20-61-51 Nbc Covid Grant	25,114.50		63,992.51
1 Apr	Balance carried forward			63,992.51
	Total Payments/Receipts	26,237.02	1,414.43	

Start balance	£88,815.10
Money out	£26,237.02
▶ Commission charges	£0.00
▶ Interest paid	£0.00
Money in	£1,414.43
End balance	£63,992.51

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 5 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2021	3	7.08
			<hr/> 7.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			7.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			7.08
		Balance per Cash Book is :-	7.08
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 8 - Facilities float**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Facilities float	31/03/2021	3	65.11
			<hr/> 65.11
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			65.11
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			65.11
		Balance per Cash Book is :-	65.11
		Difference is :-	0.00

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
22/02/2021	118759		1ST REACTION	1ST001	85.00	17.00	102.00	4227	101	85.00	1st R program fobs/call out
04/02/2021	AFFIN GRANT		AFFINITY DAY CARE	AFFIN01	1,000.00	0.00	1,000.00	4080	203	1,000.00	Affinity Day Care grant
28/02/2021	E2013621305		ALLSTAR	ALL001	35.01	7.00	42.01	4145	212	35.01	Allstar - fuel
06/02/2021	8480854		ANGLIAN WATER	ANGL01	889.64	0.00	889.64	4207	102	889.64	Wave - St L 6.11.20-5.2.21
01/02/2021	100000071004		AVIVA	AVIVA001	492.00	0.00	492.00	4055	201	492.00	Aviva pension fee
28/02/2021	AVIVAFEB21		AVIVA	AVIVA001	183.11	0.00	183.11	4000	101	101.64	AVIVAFEB21/AVIVA
								4006	101	81.47	AVIVAFEB21/AVIVA
18/02/2021	CHGFEB21		BARCLAYS	B0001	14.50	0.00	14.50	4125	201	14.50	Barclays charges
13/02/2021	BCARD FEB21		BARCLAYCARD	BCARD	391.87	31.62	423.49	4151	101	12.91	BCard Amazon Hoover bags
								4225	101	2.76	BCard Amazon bolt
								4225	101	25.00	BCard 1st Reaction fobs
								4225	101	93.20	BCard Amazon 8 clocks
								4120	201	24.00	BCard Call Group
28/02/2021	24967		BOWDRAPER	BOW001	595.00	119.00	714.00	4227	101	595.00	BCard SLCC Membership GY
01/02/2021	400624009		BRITISH GAS	BRIT01	1,829.25	365.85	2,195.10	4206	101	1,829.25	Bowdraper deep clean extractor
28/02/2021	6658		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	B Gas Elec DCC 1.1.21-31.1.21
28/02/2021	CSMFEB21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CGM grounds Maint Feb
14/02/2021	7932		COMMUNITY HEARTBEAT	COMM001	25.00	5.00	30.00	4227	211	25.00	CSMFEB21/Child Maintenance Ser
19/02/2021	3928		DA HEATING LTD	DA001	105.00	21.00	126.00	4225	101	105.00	Comm Heart Tel box signs
01/02/2021	210200057844		DBFB	DBFB	325.10	65.02	390.12	4120	101	325.10	DA Heating - boiler repairs
01/02/2021	2102300058076		DBFB	DBFB	52.50	10.50	63.00	4120	102	52.50	DBFB telephone etc DCC
09/02/2021	090221		EDENRED	EDENRED	309.12	3.22	312.34	4000	101	309.12	DBFB - internet/ line St L
02/02/2021	5949300		ESPO	ESPO01	80.80	16.16	96.96	4151	102	80.80	Edenred -childcare vouchers
02/02/2021	5949301		ESPO	ESPO01	145.47	29.09	174.56	4151	101	145.47	ESPO - consumables
28/02/2021	6061		NATALIE GREEN & CO.	GREE001	1,415.00	283.00	1,698.00	4050	201	1,415.00	ESPO cleaning etc
10/02/2021	INV-3124		K & J HIRD	HH001	60.00	12.00	72.00	4150	102	30.00	N Green accs Dec/Jan
								4150	101	30.00	K&J Hird Windows St L DCC

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
28/02/2021	HMRCFEB21		HMRC	HMRC01	5,024.74	0.00	5,024.74	4000	201	928.47	HMRCFEB21/HMRC PAYE & NI
01/02/2021	129476		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	ICS - cleaning Sept (1/9/20)
01/02/2021	133594		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	ICS Cleaning
15/02/2021	70217		LINDUM FIRE	L0004	165.00	33.00	198.00	4226	102	165.00	Lindum Fire inspection St I
28/02/2021	LGSSFEB21		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSSFEB21/Employers & School A
01/02/2021	10959824		NBC	NBC01	180.00	0.00	180.00	4062	101	180.00	NBC - Licence 1.2.21-31.1.22
05/02/2021	SM23046		RBS	RBS01	59.00	11.80	70.80	4101	201	59.00	RBS MTD for VAT fee
28/02/2021	SALFEB21		SALARIES	SALARIES01	13,571.98	0.00	13,571.98	4000	201	3,173.41	SALFEB21/STAFF SALARIES
28/02/2021	0001572146		SRCL LTD	SRCL	34.36	6.87	41.23	4155	101	34.36	SRCL waste removal
19/01/2021	23164116/0034		SOUTHERN ELECTRIC	SSE01	-1,129.38	-225.87	-1,355.25	4206	102	-1,129.38	SSE credit 15.9.20-7.12.20
19/01/2021	23164116/0035		SOUTHERN ELECTRIC	SSE01	-2,229.90	-445.98	-2,675.88	4206	102	-2,229.90	SSE Credit 5.6.20-14.9.20
19/01/2021	23164116/0037		SOUTHERN ELECTRIC	SSE01	751.10	150.22	901.32	4206	102	751.10	SSE reissue inv 7.3.20-4.6.20
19/01/2021	23164116/0038		SOUTHERN ELECTRIC	SSE01	882.18	176.44	1,058.62	4206	102	882.18	SSE reissue 5.6.20-14.9.20
19/01/2021	23164116/0039		SOUTHERN ELECTRIC	SSE01	693.46	138.69	832.15	4206	102	693.46	SSE reissue 15.9.20-7.12.20
19/01/2021	23164116/0036		SOUTHERN ELECTRIC	SSE01	-613.74	-122.74	-736.48	4206	102	-613.74	SSE credit note 7.3.20-4.6.20
03/02/2021	SSE REUND REC		SOUTHERN ELECTRIC	SSE01	1,975.52	0.00	1,975.52	103	0	1,975.52	SSE REUND REC/Southern Electri
01/02/2021	92597		TRANTRER	TRAN01	225.00	45.00	270.00	4227	101	225.00	Tranter Remedial work fire aim

Purchase Ledger for Month No 11

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
28/02/2021	92893		TRANTER	TRAN01	150.00	30.00	180.00	4227	101	150.00	Tranter Maint of fire alarm co
01/02/2021	TVFEB21		TV LICENSING	TV001	13.43	0.00	13.43	4062	101	13.43	TVFEB21/TV Licensing
28/02/2021	RCO1155413		VEOLIA	V0002	372.12	74.42	446.54	4155	101	287.56	Veolia waste
28/02/2021	B4-483202539		VODAFONE	VODA01	51.42	8.28	59.70	4121	101	25.71	Veolia waste
28/02/2021	143180515		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	25.71	Vodafone - Feb
										39.99	Worldpay Feb 21
				TOTAL INVOICES	34,963.40	1,251.15	36,214.55			34,963.40	

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
26/03/2021	118930		1ST REACTION	1ST001	22.50	4.50	27.00	4225	102	22.50	1St Reaction 5 Fobs SIL
23/03/2021	INV37533		ABBOTT SIGNS	ABBO01	234.77	46.95	281.72	4220	101	234.77	Abbot - signage for doors
23/03/2021	INV37534		ABBOTT SIGNS	ABBO01	62.39	12.48	74.87	4227	211	62.39	Abbott Signs graphics defib
31/03/2021	E2013755230		ALLSTAR	ALL001	42.26	8.45	50.71	4145	212	42.26	Allstar - van fuel
06/03/2021	8617560		ANGLIAN WATER	ANGL01	473.70	0.00	473.70	4207	101	473.70	Wave DCC 6.12.20-5.3.21
31/03/2021	AVIMAR21		AVIVA	AVIVA001	183.11	0.00	183.11	4000	101	104.64	AVIMAR21/AVIVA
								4006	101	78.47	AVIMAR21/AVIVA
18/03/2021	CHGMAR21		BARCLAYS	B0001	10.00	0.00	10.00	4125	201	10.00	Barclays charges
04/03/2021	762347		BACA	BACA01	71.30	14.26	85.56	4167	101	71.30	BACA boots/body warmer
24/03/2021	8987		BARNETT LAND	BARN01	100.00	20.00	120.00	4226	211	100.00	Barnett Maintenance
13/03/2021	BCARD 13/3/21		BARCLAYCARD	BCARD	453.23	75.92	529.15	4227	101	14.92	Bcard - Amazon tar remover
								4227	211	24.91	BCard B&Q timber/mallet
								4227	101	49.92	BCard Amazn 6 Soap dispensers
								4227	101	80.95	BCard Barries Direct - ramps
								4225	101	44.99	Bcard - Argos shredder
								4225	101	56.25	Bcard Timpson keys
								4225	101	43.95	BCard WCD Tap top kit
								4225	101	224.29	BCard Not Just Taps - tap
								4151	101	79.25	BCard - Jones bags/litter pick
								4120	201	28.80	Bcard Call Group
								4019	101	-195.00	BCard Plugtest refund PAT cour
01/03/2021	INV-7244		BDP PUBLICATIONS	BDP001	420.00	0.00	420.00	4110	204	420.00	B&D - In and Around Duston
03/03/2021	430613916		BRITISH GAS	BRIT01	1,849.66	369.93	2,219.59	4206	101	1,849.66	BGAS - elec DCC 1.2.21-28.2.21
14/03/2021	VI/1264793MAR		CATHEDRAL	CATH01	507.00	101.40	608.40	4062	201	33.80	VI/1264793MAR/Cathedral Leasin
								4062	101	270.40	VI/1264793MAR/Cathedral Leasin
								4062	102	202.80	VI/1264793MAR/Cathedral Leasin
03/03/2021	1316		CLUBS FOR YP	CFYP01	6,750.00	1,350.00	8,100.00	4057	213	6,750.00	CYP - youth Jan-Mar 21
31/03/2021	6704		COMPLETE GROUND MAN.	CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	CGM grounds maint March

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/c	Centre	Amount	
31/03/2021	CMSMAR21		CHILD MAINTENANCE	CHILD001	316.33	0.00	316.33	4000	101	316.33	CMSMAR21/Child Maintenance Ser
01/03/2021	210300062150		DBFB	DBFB	347.08	69.42	416.50	4120	201	347.08	DBFB - DCC telephone etc
01/03/2021	210300062380		DBFB	DBFB	52.50	10.50	63.00	4120	102	52.50	DBFB St L internet/line
04/03/2021	DHA MAR21		DUSTON HORTICULTURAL	DHA001	76.50	0.00	76.50	4127	213	76.50	Hortic - allotments
11/03/2021	HALLGRANT21		DUSTON VILLAGE HALL	DUSTVILL01	1,000.00	0.00	1,000.00	4080	203	1,000.00	Village Hall Grant Mar 21
09/03/2021	IN23250097		EDENRED	EDENRED	309.12	3.22	312.34	4000	101	309.12	Edenred child vouchers
23/03/2021	229-441195		EDMUNDSON ELEC.	EDMUND01	18.59	3.72	22.31	4225	101	18.59	Edmundson knife/blade
23/03/2021	5993994		ESPO	ESPO01	205.27	41.05	246.32	4115	201	47.32	ESPO stationery/cleaning
								4151	101	157.95	ESPO stationery/cleaning
02/03/2021	0205		FROST A	FROST01	1,065.00	213.00	1,278.00	4225	102	1,065.00	A Frost fire escape door
31/03/2021	6076		NATALIE GREEN & CO.	GREEN001	135.00	27.00	162.00	4050	201	135.00	N Green - payroll and pension
22/03/2021	INV-3317		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	30.00	K&J Hird windows
								4150	102	30.00	K&J Hird windows
31/03/2021	HMRC CLLR 21		HMRC	HMRC01	722.20	0.00	722.20	4000	202	722.20	HMRC CLLR 21/HMRC PAYE & NI
31/03/2021	HMRCMAR21		HMRC	HMRC01	4,994.72	0.00	4,994.72	4000	201	922.55	HMRCMAR21/HMRC PAYE & NI
								4000	101	1,472.87	HMRCMAR21/HMRC PAYE & NI
								4000	102	988.71	HMRCMAR21/HMRC PAYE & NI
								4005	201	312.00	HMRCMAR21/HMRC PAYE & NI
								4005	101	781.00	HMRCMAR21/HMRC PAYE & NI
								4005	102	517.59	HMRCMAR21/HMRC PAYE & NI
31/03/2021	HMRCMAR21B		HMRC	HMRC01	32.93	0.00	32.93	4000	201	6.74	HMRC PAYE & NI correction
								4000	101	10.39	HMRC PAYE & NI correction
								4000	102	8.45	HMRC PAYE & NI correction
								4005	201	2.71	HMRC PAYE & NI correction
								4005	101	2.88	HMRC PAYE & NI correction
								4005	102	1.76	HMRC PAYE & NI correction
01/03/2021	134521		INTERCOUNTY	ICCS01	356.42	71.28	427.70	4150	101	356.42	ICS - cleaning March
04/03/2021	43271		ISE FIRE PRODUCTS	ISEFIRE01	437.50	87.50	525.00	4226	102	437.50	ISE Fire Site visit St L
31/03/2021	LGSSMAR21		NCC - PENSION	LPGS	3,780.89	0.00	3,780.89	4000	201	220.91	LGSSMAR21/Employers & School A

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
31/03/2021	LGSSMAR21B		NCC - PENSION	LPGS	713.69	0.00	713.69	4000	101	264.97	LGSSMAR21/Employers & School A
16/03/2021	279017		POLICE CRIME COMMIS	POLICE01	628.26	117.65	745.91	4000	102	313.89	LGSSMAR21/Employers & School A
31/03/2021	202		RAP PLUMBING	RAP001	140.00	0.00	140.00	4006	201	808.24	LGSSMAR21/Employers & School A
31/03/2021	COUNCILLORS 21		SALARIES	SALARIES01	2,927.80	0.00	2,927.80	4006	101	1,041.66	LGSSMAR21/Employers & School A
31/03/2021	SALSMAR21		SALARIES	SALARIES01	13,593.08	0.00	13,593.08	4006	102	1,131.22	LGSSMAR21/Employers & School A
31/03/2021	SALSMAR21B		SALARIES	SALARIES01	6.09	0.00	6.09	4000	101	106.14	LGSS Correction
								4006	101	607.55	LGSS Correction
								4080	203	628.26	POLICE - CYCLE GRANT
								4225	101	140.00	RAP Plumbing change taps
								4000	202	2,927.80	COUNCILLORS ALLOWANCES 21
								4000	201	3,176.72	SALSMAR21/STAFF SALARIES
								4000	101	6,355.42	SALSMAR21/STAFF SALARIES
								4000	102	4,060.94	SALSMAR21/STAFF SALARIES
								4000	201	10.19	STAFF SALARIES correction
								4000	101	-0.57	STAFF SALARIES correction
								4000	102	-3.53	STAFF SALARIES correction
								4155	101	97.08	SRCL - waste removal
								4205	102	2,577.81	SSE Gas St L 8.12.20-17.3.21
								4206	102	1,143.50	SSE Elec St L 8.12.20-17.3.21
								4227	101	260.00	Traner call out fire alarm
								4062	101	13.37	TV licence March
								4155	101	376.50	Veolia waste March
								4155	102	105.70	Veolia waste March
								4121	101	24.66	Vodafone - March
								4121	102	24.65	Vodafone - March
								4137	201	39.99	Worldpay CC charges
								4225	101	42.00	X2 connect - glazing bead
								4225	101	50.40	X2 connect - glazing bead

PURCHASE LEDGER INVOICE LISTING

Purchase Ledger for Month No 12

Order by Supplier A/c

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis		Analysis Description	
								A/C	Centre		Amount
TOTAL INVOICES								48,994.15	3,831.61	52,825.76	48,994.15



Duston Parish Council
Grant Application Form

1. ABOUT YOU:

This section should be completed by all applicants.

Name of Organisation/Individual requesting grant:

DUSTON AND UPTON PCC

(If funding is approved the cheque will be made payable to the above)

Address – where organisation/individual is based:

Contact Name:	REVD MANDY MARRIOTT
Position:	TEAM RECTOR
Address:	3 MAIN ROAD DUSTON
Postcode:	NNS 6JB
Email:	aj.marriott123@gmail.com
Daytime Phone:	01604 752591
Website:	www.dustonanduptonparish.org.uk

These contact details will be used for all correspondence relating to any grant.

2. ABOUT YOUR ORGANISATION:

This section need only be completed when organisations are applying

* Under the Diocese
of Peterborough

Is it a registered charity?	Yes <input checked="" type="checkbox"/> *	No <input type="checkbox"/>
If "yes", please provide the number	250569	

Is it a charitable company limited by guarantee?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "yes", please provide the number		

Provide a brief outline of what your organisation does.

We are the local Anglican Church seeking to promote spiritual, physical and mental wellbeing through events such as the Wellbeing Cafe' and the monthly Community Connect newsletter.

When was the organisation formed?	
-----------------------------------	--



Duston Parish Council Grant Application Form

Has the organisation/applicant received any previous grant or loan from a local authority, grant making trust or other funding body e.g. a Lottery Board? Please give details:

Date	Amount (£)	Project/Purpose
DPC January 2019	£621.00	Start up fund Wellbeing Café
DPC September 2020	£120.00	Hire of hall for temporary hosting Café

3. THE ACTIVITY FOR WHICH FUNDING IS BEING SOUGHT:

Please give a brief description of the activities for which the grant is sought:

During the Pandemic, as a way of keeping in touch with the local community we began producing a monthly newsletter Cafe Connect, now called 'Community Connect'. This newsletter has been well received in the community, and highlights local wellbeing issues as well as church and community events. The church is keen to promote good working and communication between community groups. We have been producing the Newsletter for a year and are seeking some funding towards printing costs.

Please give details of who will benefit from what you do, and an idea of the area served or details of services to a wider community: (estimate numbers and age range if relevant).

The newsletter promotes Parish Council events, local businesses like Affinity Day Care, Youth organisations, as well as Church events, and school news.

We are constantly seeking to widen the circulation of the newsletter and want to include ~~as~~ further contributions from other community organisations.

Are there other organisations serving a similar purpose in the same area? If so, please give brief details of them, what the main differences are and what links, if any, you have with them:

How do you know there is a need for the work for which a grant is being requested?

The newsletter has been well received.



**Duston Parish Council
Grant Application Form**

--	--

<p>Please tell us how you will make a difference – what are the benefits of your activity?</p> <p><i>As lockdown eases we hope that information given in the newsletter will support and encourage people, and it can be a source of information as to events and local groups.</i></p>	
---	--

<p>Please explain how you will monitor and evaluate your project/activities and know you are achieving these benefits?</p> <p><i>We invite contributions to the newsletter and we are open to suggestions for articles. We hope that it is and will continue to be a helpful publication.</i></p>	
---	--

4. FINANCIAL DETAILS:

<p>How much money are you requesting from Duston Parish Council?</p>	<p align="center"><i>£1000.00</i></p>
--	---------------------------------------

Please provide a breakdown of the total estimated costs. Please itemise costs e.g. cost of equipment, publicity, running costs, premises etc **and provide evidence** by way of quotes

Item	Total Cost £	Funding from DPC £	Funding from other sources £
<i>Printing Costs on average are £200 per month</i>			
		<i>£1000</i>	<i>£1,200</i>
Total	£	£	£

- Poores Close Charity

The Church has funded the newsletter for the past year. We have obtained £1200 from the Poores Close Charity and we shall continue to use our existing Church funds for printing costs. We print 200 copies of the newsletter each month.



Duston Parish Council Grant Application Form

5. FUNDING SOURCES:

How do you propose to cover the cost of the project? (Please give details of fund raising and of any grants or loads received or applied for, including the sum which you have requested from this application).

DPC Grant (this application)	£ 1000.00
Northampton Borough Council Grant	£
Northampton County Council Grant	£
Other Grants (please specify)	£ 1,200.00 Poods Close Chanby
Existing Funds	£ 200 per month from Church funds
Fund Raising	£
Other (please specify)	£
TOTAL	£

6. SUPPORTING INFORMATION

A range of supporting information helps the Council to assess your application in detail. Please therefore enclose a copy of each of the following:

Latest available Annual report	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Latest available Statement of Accounts	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Where one or more of the above is omitted, please explain why:

This form is intended to assist with your application for grant aid. Please feel free to enclose additional information which could be of benefit when your application is assessed.



Duston Parish Council
Grant Application Form

7. DECLARATION:

"I believe the information given both within this form and the supporting material provided is correct. I understand that, if successful, I will be required to confirm that any grant monies have been spent only in accordance with the activities outlined within this application by submitting a full report to the Council.

In making this application I declare that the organisation to which the application relates subscribes to the principles of equal opportunities in all of its activities and is operated on a not-for-profit basis.

If this application is successful, the organisation will abide by the monitoring arrangement specified by the Council".

Signed	<i>Amanda. J. Marriott</i>
Name (please print)	REVD AMANDA. J. MARRIOTT
Position	TEAM RECTOR DUSTON AND UPTON PARISH
Date	11/5/2021

Please return your completed form to the address below:

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

RECTOR'S REPORT 2020

Hebrews 10: 23

'Let us hold unswervingly to the hope we profess, for he who promised is faithful.'

As I write this report the country is still in the midst of the Coronavirus Pandemic. The world, the nation, the Church, everyone is having to adapt to a new way of being.

And so, I commend to you the verse above from the letter to the Hebrews encouraging us to hold unswervingly to hope because God is faithful.

The past year has presented us with both times of challenge and celebration. We have all missed Richard's presence and ministry over the past months but have been very glad to welcome him back among us. My deep thanks go to Lisa, Ann and Heather who have stepped in to take on extra services and responsibilities during this time.

Lisa continues her training as curate here and we were delighted to see her priested at the Cathedral in Peterborough in July last year. We value her prayerful presence, insight and depth of ministry among us and continue to pray for her in her curacy and as she discerns God's path for her in the future.

We recognise the difficulty we face in meeting our Parish Share but are deeply grateful for continued efforts to help increase our giving. We are very grateful to the Fundraising Committee for all their efforts to put on events which support our giving and bring us into contact with the wider community.

We continue to develop our relationship with Kislingbury and Upton Community Church, as they are now called, and with them seek to develop more relationships with the Upton Community. We are very grateful to Richard for the pioneering work he has already done in furthering good relationships in Upton.

We see that a very important part of our mission is to continue to develop our relationships in the community. We are very glad that the Royal British Legion are now holding their monthly Lunch Club at St Francis' Church, that as well as the Little Owls group, we now have a sewing group, which also meets at St Francis. This year has also seen us celebrate the first birthday of The Wellbeing Café. The Café has grown and developed beyond what we could have imagined. It seems to meet a need whereby people can meet together and share over a jigsaw or a craft activity and of course enjoy tea/coffee and home made cake. Each week there is an opportunity to reflect and pray for a short time in the chapel and also to go for a short walk. It is one way to help combat loneliness and improve a sense of wellbeing for a few. We shall have to think about ways we can develop the Café in the future especially in the light of Covid 19.

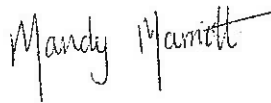
St Luke's also opens up its doors to people on Saturday mornings and thanks to Darrin and Tracey Stevens, there are welcome refreshments for all especially our loyal team of gardeners who tend the churchyard. We must also thank Liz, Suzi and all the team who open up St Luke's for Sunday teas. Many people enjoy coming to the church for refreshments and to browse through the books and other stalls. As well as providing another opportunity to reach out to the community, Sunday Teas has also raised much needed funds.

We continue with our outreach into the schools in our parish. Sometimes schools visit our churches and the clergy talk with the children about various aspects of faith. We are also invited into schools to share about the Christian faith with the children. The intergenerational afternoons with Hopping Hill School have been particularly well received and my thanks to all who contribute to the running of those.

I have only highlighted a few areas of ministry in this report. Others will write in more detail of the work undertaken in the Lord's name here in Duston and Upton Parish.

I want to take this opportunity to thank all of you who serve God in any way in our churches, be it as church warden, treasurer, administrator, organist, server, pastoral assistant, evangelist, children's worker, reader, intercessor, sidesperson, maker of tea and coffee, cleaner, the list goes on. Thank you everyone for your commitment and service.

So let us continue be bold in our faith and our service to others knowing that the Lord our God is with us.

A handwritten signature in black ink that reads "Mandy Marriott". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

Revd Mandy Marriott. Team Rector.

Rector's Report 2021

1 Peter 2:9

New International Version – UK

⁹ But you are a chosen people, a royal priesthood, a holy nation, God's special possession, that you may declare the praises of him who called you out of darkness into his wonderful light.

Who would have guessed that over a year later we would still have to be vigilant against the Covid virus? However, as lockdown eases and we are able to resume at least some activities which we have sorely missed over the past year, we as a church community need time to pause and reflect on this year, which has been a time of such loss, pain, exhaustion, confusion but also hope; and we need also to assess where we are now and to look at how we might, by God's grace, move forward as God's people here in Duston and Upton.

During the various lockdowns, when we have been unable to worship together in church, the clergy have tried to offer a variety of online worship as well as opportunities to participate in Bible study and Christian nurture courses. During the year we have looked at John Bunyan's Pilgrim's Progress, experienced a Christmas trail in St Luke's Churchyard, followed a course in Advent and also a course during Lent.

We were very grateful to Lisa and Nigel for their great efforts putting services together so splendidly online. Later on in the year, Lisa was seconded to Dallington and St James' Parish to gain further experience during her curacy. She has now been signed off from her curacy and is now in a position to apply for further ministerial posts. We pray God's Blessing on her and the family as she prepares for her next move and are hugely grateful for all her contributions to our life and ministry here.

I am also grateful to Richard who has maintained a prayerful presence online during this year and has provided pastoral support for many.

I am grateful too to the wardens who have helped in so many ways during this year. It is wonderful to have such a faithful and dependable team.

During lockdown, I teamed up with members of the Royal British Legion, the Parish Council and the local Covid group and together, by meeting online, we worked to meet needs as they arose, particularly in the early months of the Pandemic.

This group flagged up the importance of community groups working together to support those in need in our community. With a Parish as large as ours it is good to expand our knowledge of the issues which people are facing. Those of us in the group were able to bring different skills to bear and we continue to meet, although on a less regular basis.

One of the activities which has been sorely missed during the Pandemic has been The Wellbeing Café which met weekly at St Francis' Church on a Wednesday afternoon. We would often see 30+ people attend this Café helping to combat feelings of loneliness and isolation, through social interaction, playing scrabble, doing jigsaws, craft etc.

In order to try and keep people connected we began issuing a monthly newsletter called Café Connect. This has subsequently morphed into 'Community Connect' our new Church and Community Newsletter with the tag line 'Helping to connect Church and Community groups together for the wellbeing of all'

Our grateful thanks go to Liz, Suzi and Dorothy for organising and running a number of socially distanced plant/cake stalls during the year. This helped to raise much needed funds and we are grateful to all those who supported these events in any way.

During the Pandemic, we have received guidelines and encouragement from the Bishop. I include an extract from one of Bishop Donald's letters written before Christmas. In it he encourages us to reflect on this time and to think about how we might as a Church emerge from this with renewed vision.

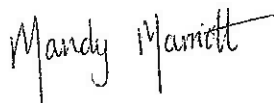
'My challenge is simply this: that we think, reflect, and discuss, around what we should be learning from this year of lockdown about healthy future patterns for our church life. Many questions suggest themselves: here are just a few.

- What has worked well in lockdown? Can we preserve those things? How?*
- Why did numbers go up for the online services in the first lockdown? What does that tell us?*
- Why did they not go up in the same way, and even go down, during the second lockdown?*
- As we think of the things we had to leave behind temporarily, should we take them all up again? Might any of them really have been unnecessary burdens or even idols?*
- In many churches "zoom coffee times" seemed to deepen fellowship. How do we follow that up?*
- In many churches and benefices, one simplified and shortened service each week seemed to meet the needs of people who would normally prefer their own particular style and service time. Can we learn from that?*
- Towns and cities got most of the publicity over lockdown, but what have rural parishes learned, and what can they teach the rest of us?*
- What might this time be teaching us about the right patterns of community service, mission, worship, use of buildings, use of technology, ministry and staffing needs, as we move into the future?*
- Has lockdown challenged the way you see your identity as a priest or minister?*

And more. You get the picture. I suggest that church leaders and ministry teams should be asking this sort of question now, and encouraging PCCs to think creatively and radically in these areas over the next year or so. I'd love to hear any answers on a postcard or in an email, and I hope we can discuss these matters with courage and wisdom at deanery and diocesan synods in due time.'

The future is uncertain but God is faithful and in Him we trust.

So let us remember our calling as God's chosen people and let us continue to worship and serve Him in this parish, in the power of His Spirit.



Revd Mandy Marriott. Team Rector.

Churchwarden's report – St. Francis Church

Day to day life at St Francis

Just after producing our report for the 2020 APCM, Covid 19 struck the world and everyone's lives changed overnight. Who could have imagined that our churches would be closed for long spells, that we would have to socially distance, wear masks and sanitise our hands? Yes, this has been an especially challenging time for many people but, even in these hours of darkness, there have been many things for which we must be grateful – people talking to each other when out for a walk, people shopping for others, phone calls to check if people are OK or need anything, fundraising from people's houses, people making protective mask, social media and Zoom coffee mornings to mention but a few. A line in a hymn comes to mind - "Count your many blessings, count them one by one".

As a result, our annual report this year is like no other report that has ever been done.

Everyday life at St Francis church changed at a stroke with services only taking place for a few weeks in the summer and during Christmas week and all other activities were put on hold for the foreseeable future. Liz, our parish administrator, has been furloughed and Revd. Lisa has transferred to the St James parish as she was coming to the end of her training period with us. As a result, everything has fallen on the shoulders of our clergy and, it must be said "cometh the hour, cometh the person." Mandy and Richard have been producing online services, prayers and meditations, courses based on the Pilgrims' Progress, an Advent course and many others – although these are mainly dependent upon having online access, hard copies have also been produced and distributed.

Mandy has endeavoured to keep the spirit of the Wellbeing Café alive by producing a monthly publication called "Café Connect" that incorporated both church and community matters and this has replaced the church magazine.

Buildings & fabric

Probably the only good thing about recent events is that the church has been easily accessible to carry out maintenance. During 2020, we had the electrics checked resulting in the installation of a new distribution board, the quinquennial inspection was carried out with no major issues arising and praise from the architect on how well maintained the church is, the old water cylinder was replaced by two new water heaters, a smart meter was installed, and the gas boilers serviced so we are all ready to go!

Acknowledgements

A big thank you to everyone who has helped to look after our church during the past 12 months. We, like you, look to the next 12 months with the hope that the new normal, when it comes, will enable us to bring back at least part of "Life at St Francis" as we have all known it.

Ian Hanlon & Rob Tavener
March 2021

Duston and Upton Parish

Year ending 31/12/2019

Statement of assets and liabilities

	This year	Last year
Cash at bank and in hand		
Barclays Bank current account		
Mission Fund (Designated) -	£0.00	£1,523.86
St Francis Refurbishment Fund (Designated) -	£0.00	£19,862.06
St Luke's Belltower Fund (Designated) -	£0.00	£601.00
St Luke's Flower Fund (Designated) -	£0.00	£127.35
St Luke's Restoration Fund (Designated) -	£0.00	£872.03
Youth and Childrens Fund (Restricted) -	£0.00	£1,597.30
General fund (Unrestricted) -	£0.00	£3,032.90
Agency collection (Restricted) -	£0.00	£1,281.32
	£0.00	£28,897.82
Metro Bank current account		
Mission Fund (Designated) -	£1,523.86	£0.00
St Francis Refurbishment Fund (Designated) -	£15,323.84	£0.00
St Luke's Belltower Fund (Designated) -	£2,666.41	£0.00
St Luke's Churchyard Fund (Designated) -	£674.00	£0.00
St Luke's Flower Fund (Designated) -	£96.38	£0.00
St Luke's Restoration Fund (Designated) -	£584.54	£0.00
Wellbeing Cafe (Restricted) -	£274.47	£0.00
Youth and Childrens Fund (Restricted) -	£2,802.80	£0.00
General fund (Unrestricted) -	£4,633.12	£0.00
Agency collection (Restricted) -	£1,334.32	£0.00
	£29,913.74	£0.00
CCLA (CBF) St Francis 1D Deposit account		
St Francis Refurbishment Fund (Designated) -	£600.78	£593.34
	£600.78	£593.34
CCLA (CBF) St Luke 1D Deposit account		
St Luke's Restoration Fund (Designated) -	£19,751.08	£19,603.72
	£19,751.08	£19,603.72
CCLA (CBF) 4D Deposit account		
Capital Reserve Fund (Designated) -	£6,000.00	£6,000.00
James Robertson Bequest (Restricted) -	£500.00	£500.00
	£6,500.00	£6,500.00
Total for Cash at bank and in hand	£56,765.60	£55,594.88
Agency accounts		
Agency collections		
General fund (Unrestricted) -	£8.46	£8.46
Agency collection (Restricted) -	(£1,334.32)	(£1,281.32)
Total for Agency accounts	(£1,325.86)	(£1,272.86)
Grand total	£55,439.74	£54,322.02

Duston and Upton Parish

Year ending 31/12/2020

Statement of assets and liabilities

	This year	Last year
Cash at bank and in hand		
Metro Bank current account		
Mission Fund (Designated) -	£1,273.86	£1,273.86
St Francis Refurbishment Fund (Designated) -	£11,308.10	£15,323.84
St Luke's Belltower Fund (Designated) -	£3,033.41	£2,666.41
St Luke's Churchyard Fund (Designated) -	(£173.00)	£674.00
St Luke's Flower Fund (Designated) -	£36.38	£96.38
St Luke's Restoration Fund (Designated) -	£2,521.54	£584.54
Wellbeing Cafe (Restricted) -	£689.10	£274.47
Youth and Childrens Fund (Restricted) -	£2,694.80	£2,802.80
General fund (Unrestricted) -	£6,406.95	£5,231.19
Agency collection (Restricted) -	£4,536.12	£1,334.32
	£31,979.19	£29,913.74
CCLA (CBF) St Francis 1D Deposit account		
St Francis Refurbishment Fund (Designated) -	£600.78	£600.78
	£600.78	£600.78
CCLA (CBF) St Luke 1D Deposit account		
St Luke's Restoration Fund (Designated) -	£19,751.08	£19,751.08
	£19,751.08	£19,751.08
CCLA (CBF) 4D Deposit account		
Capital Reserve Fund (Designated) -	£6,000.00	£6,000.00
James Robertson Bequest (Upton Churchyard) (Restricted) -	£500.00	£500.00
	£6,500.00	£6,500.00
Total for Cash at bank and in hand	£58,831.05	£56,765.60
Agency accounts		
Agency collections		
General fund (Unrestricted) -	£8.46	£8.46
Agency collection (Restricted) -	(£4,536.12)	(£1,334.32)
Total for Agency accounts	(£4,527.66)	(£1,325.86)
Grand total	£54,303.39	£55,439.74

1. Conclusion

Although we have a bit more money in the general fund compared with 2019, we have only paid £46,000 in parish share compared with nearly £62,000 in 2019.

This report dated: 20/02/2021

8.2 Code of Conduct

PART 1: THE CODE

SECTION 1: INTRODUCTION

The Members' Code of Conduct is intended to promote high standards of behaviour amongst Councillors of West Northamptonshire Council.

The Code is underpinned by the following seven Nolan principles of public life, which should be adhered to when interpreting the meaning of the Code. Councillors should behave with:

1. **Selflessness** – and act solely in terms of the public interest. They should not act in order to gain financial or other benefits for themselves, their family or their friends.
2. **Integrity** – and should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.
3. **Objectivity** – in carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits; choices should be made on merit.
4. **Accountability** – and are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
5. **Openness** – and should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
6. **Honesty** – and declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
7. **Leadership** – and should promote and support these principles by leadership and example.

SECTION 2: GENERAL PROVISIONS

1. Introduction and Interpretation

1.1 This Code applies to all Councillors of West Northamptonshire Council. It is your responsibility to comply with the provisions of this Code.

1.2 In this Code:

- a) "the Council" refers to West Northamptonshire Council.
- b) "Councillor" means any person being a Member of West Northamptonshire Council.
- c) "Meeting" means any meeting of:
 - the Council
 - the Cabinet
 - any of the Council's or the Cabinet's committees, sub-committees, joint committees, joint sub-committees, or area committees
 - any of the Council's advisory groups and executive boards, working parties and panels.

2. Scope

2.1 This Code applies to you whenever you are acting in the capacity as a Member of the Council: not only when attending meetings. For example, it will also include but is not limited to Members' dealings with officers, Members' dealings with the public, when Members represent the Council on outside bodies, any statements made by a Member on behalf of the Council.

3. General Obligations

3.1 You must treat others with respect.

3.2 You must not do anything which may cause the Council to fall foul of UK equalities legislation.

3.3 You must not bully or intimidate any person or do anything which compromises the independence of those who work for the Council.

3.4 For the purposes of this paragraph, bullying is defined as: "offensive, intimidating,

malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Examples of bullying include, but are not limited to:

- spreading malicious rumours, or insulting someone by word or behaviour.
- copying communications that are critical about someone to others who do not need to know.
- ridiculing or demeaning someone – picking on them or setting them up to fail.
- exclusion or victimization.
- unfair treatment.
- overbearing supervision or other misuse of power or position.
- unwelcome sexual advances – touching, standing too close, display of offensive materials, asking for sexual favours, making decisions on the basis of sexual advances being accepted or rejected.
- making threats or comments about job security without foundation.
- deliberately undermining a competent worker by overloading and constant criticism.
- preventing individuals progressing by intentionally blocking promotion or training opportunities.

3.5 You must not intimidate or attempt to intimidate any person who is or may be:

- a complainant;
- a witness; or
- involved in the administration of this Code.

3.6 You must not make trivial or malicious allegations against others.

3.7 You must not do anything which compromises or may compromise the impartiality of those who work for, or on behalf of, the Council.

- 3.8 You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or the Council into disrepute.
- 3.9 You must not accept any gifts or hospitality that could be seen by the public as likely to influence your judgement in relation to any matter that you deal with in your official capacity.
- 3.10 You must not pass on information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, unless:
- you have the consent of a person authorised to give it
 - you are required by law to do so
 - the disclosure is made to a third party for the purpose of obtaining professional advice, provided that they agree not to pass on the information to any other person; or
 - the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Council.
- 3.11 You must not prevent another person from gaining access to information to which that person is entitled by law.
- 3.12 You must not use or attempt to use your position as a Councillor improperly to confer on, or secure for yourself or any other person, an advantage or disadvantage.
- 3.13 You must, when using, or authorising the use by others of, the resources of the Council:
- act in accordance with the Council's reasonable requirements
 - ensure that such resources are not used improperly for political purposes (including party political purposes).
- 3.14 You must have regard to any Local Authority Code of Publicity made under the Local Government Act 1986.

- 3.15 You must comply with any formal standards investigation into your conduct or the conduct of another Councillor.
- 3.16 You must, when reaching decisions on any matter, have regard to any relevant advice provided to you by:
- the Council's Chief Finance Officer; or
 - the Council's Monitoring Officer
 - where that officer is acting in that role.
- 3.17 You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

SECTION 3: INTERESTS

1. Registration of Interests

- 1.1 Within 28 days of this Code being adopted by your Council or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Appendix A (Disclosable Pecuniary Interests) and Appendix B (Other Registerable Interests).
- 1.2 You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest in Appendix A or B, or of any change to a registered interest, notify the Monitoring Officer.

2. Disclosable Pecuniary Interests

- 2.1 Where a matter arises at a meeting in which you have an interest in Appendix A, you must declare the interest (unless it is sensitive- see section 5 below), not participate, or participate further, in any discussion or vote further on the matter and must not remain in the room unless granted a dispensation.

3. Other registerable interests

- 3.1 Where a matter arises at a meeting in which you have an interest in Appendix B, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but must not take part in any vote on the matter unless you have been granted a dispensation.

4. Non-registerable interests

- 4.1 Where a matter arises at a meeting which relates to your own financial interest (and is not a Disclosable Pecuniary Interest) or your own wellbeing or is otherwise to your advantage or relates to a financial interest or wellbeing or is otherwise to the advantage of a relative, friend or close associate, you must disclose the interest and not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.
- 4.2 Where a matter arises at a meeting which affects your own financial interest or a financial interest of a relative, friend, close associate or body covered by Appendix B you must disclose the interest;
- 4.3 Where the matter referred to in paragraph 4.2 affects the financial interest to a greater

extent than if affects the financial interests of the majority of inhabitants of the area affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you must not vote on the matter unless granted a dispensation. You may speak on the matter only if members of the public are also allowed to speak at the meeting.

5. Sensitive Interests

5.1 Where you consider (and the Council's Monitoring Officer agrees) that the nature of a Disclosable Pecuniary Interest, or other interest is such that disclosure of the details of the interest could lead to you or a person connected with you being subject to intimidation or violence, it is a "sensitive interest" for the purposes of the Code. The details of the sensitive interest do not need to be disclosed to a meeting, although the fact that you have a sensitive interest must be disclosed.

6. Single Member Action

- 6.1 If you are empowered to discharge functions of the Council acting alone (for example, as a Member of the Cabinet), and:
- have and are aware that you have a Disclosable Pecuniary Interest in any matter to be dealt with by you in that role, you must not take any action, or further action on the matter (except for the purposes of enabling the matter to be dealt with by other means);
 - have and are aware that you have an interest in any matter dealt with by you in that role, which relates to an interest in Appendix B ('Other Registerable Interest'), you must not take any action, or further action, on the matter (except for the purposes of enabling the matter to be dealt with by other means);
 - the matter to be dealt with by you in that role relates to your own financial interest (and is not a Disclosable Pecuniary Interest) or your own wellbeing or is otherwise to your advantage or relates to a financial interest or wellbeing or is otherwise to the advantage of a relative, friend or close associate, you must not take any action or further action on the matter (except for the purposes of enabling the matter to be dealt with by other means) and you must notify the Monitoring Officer;
 - the matter to be dealt with by you in that role affects your own financial interest or a financial interest of a relative, friend close associate or body covered by Appendix B, you must notify the Monitoring Officer before taking any action or further action, and if the Monitoring Officer determines that the matter affects the financial interest to a

greater extent than it affects the financial interests of the majority of inhabitants of the area affected by the decision and a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest, you must not take any action or further action.

APPENDIX A – DISCLOSABLE PECUNIARY INTERESTS

1. Breaches of the rules relating to Disclosable Pecuniary Interests may lead to criminal sanctions being imposed.
2. You have a Disclosable Pecuniary Interest if it is of a description specified in regulations made by the Secretary of State and either:
 - 2.1 it is an interest of yours, or
 - 2.2 it is an interest of:
 - your spouse or civil partner
 - a person with whom you are living as husband and wife, or
 - a person with whom you are living as if you were civil partners
 - and you are aware that that other person has the interest.
3. Disclosable Pecuniary Interests are:

INTEREST	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on by you for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you (or a body in which you have a beneficial interest) and the Council (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.

Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) <ul style="list-style-type: none"> (a) the landlord is the Council; and (b) the tenant is a body in which you have a beneficial interest.
Securities	Any beneficial interest in securities of a body where: <ul style="list-style-type: none"> (a) that body (to your knowledge) has a place of business or land in the area of the Council; and (b) either <ul style="list-style-type: none"> (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) where the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of a registered society within the meaning given by section 1(1) of the co-operative and community benefit Societies Act 2014, other than a society registered as a credit union.

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“securities” means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B - OTHER REGISTERABLE INTERESTS

1. Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Council;
2. Any body-
 - exercising functions of a public nature;
 - directed to charitable purposes; or
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management;
3. Any gifts or hospitality worth more than an estimated value of £10 which you have received by virtue of your office, or a series of gifts or hospitality, from the same source within any 12-month period which together are worth more than an estimated value of £10.

PART 2: GIFTS AND HOSPITALITY OFFERED TO COUNCILLORS

1. General Principals

- 1.1 Councillors should treat with caution any offer of a gift, favour or hospitality that is made to them. Whilst the person or organisation making the offer may be doing so entirely without expectation of gain, the public may see it differently if that person or organisation is doing business, or seeking to do business with the Council. Councillors should ask themselves "Would I have been given this if I was not on the Council?"
- 1.2 It is essential that any suggestion of improper influence should be avoided. When receiving offers of gifts and hospitality, Councillors should be particularly sensitive as to their timing in relation to decisions which the Council may be taking. For example, hospitality must not be accepted knowingly from interested parties during the tendering period of a contract, or whilst an application for planning permission or some other kind of permission/decision is being considered by the Council.
- 1.3 Councillors may come into contact with individuals seeking to enhance the prospects of their business. Sometimes suppliers (or potential suppliers/tenderers for services) make approaches to Councillors with a view to demonstrating a particular product or service. In order to avoid suspicion of unhealthy influence, Councillors should ensure that such offers are advised to appropriate officers.
- 1.4 As with all other aspects of this Code, Councillors should be confident that whatever they do should be seen to be an example to the community of proper conduct and behaviour.

2. Registering Gifts and Hospitality

- 2.1 This Code of Conduct sets out the requirement for Councillors to register the receipt of any gift or hospitality worth £10 or over that they receive in connection with their official duties as a Councillor. If in doubt as to the value, the Councillor should register the offer anyway. An accumulation of gifts from the same source over a short period that adds up to £10 or more should also be registered. The Member must register the gift or hospitality and its source by completing a written declaration within 28 days of receiving it.
- 2.2 The Council will maintain a register of gifts and hospitality received by Councillors where the value is £10 or more in value. The register is maintained by Democratic Services on behalf of the Monitoring Officer. Members should immediately notify Democratic Services of any such gifts or hospitality received and enter the relevant

details in the register. The register will be made available to the public via the Council's website. It will be updated at least quarterly.

- 2.3 Councillors do not need to register gifts and hospitality that are not related to their role as a Councillor.

8.3 Member Complaints Procedure

1. Context

- 1.1 These “Arrangements” set out how you may make a complaint that a Member of this Council has failed to comply with the Council’s Members’ Code of Conduct, or in the case of a Parish or Town Councillor, that Parish or Town Council’s Code of Conduct, and sets out how the Council will deal with it.
- 1.2 These Arrangements include the appointment of at least two Independent Persons, whose views must be sought by the Council before it takes a decision on an allegation which it has decided warrants investigation, and whose views can be sought by the Council at any other stage, or by a Member against whom an allegation has been made.

2. The Code of Conduct

- 2.1 The Council has adopted a Code of Conduct for Members, which is set out elsewhere within the constitution.

3. Making a complaint

- 3.1 If you wish to make a complaint, please write to:

The Monitoring Officer
West Northamptonshire Council
One Angel Square
Angel Street
Northampton
NN1 1ED

or e-mail the Monitoring Officer at: catherine.whitehead@westnorthants.gov.uk

- 3.2 The Monitoring Officer is a senior officer of the Council who has statutory responsibility for maintaining the Register of Members’ Interests and who is responsible for administering the process in respect of complaints of alleged Member misconduct.
- 3.3 In order to ensure that we have all the information which we need to be able to process your complaint, please use the complaint form, which is available on request or can be downloaded from the Council’s website, next to the Code of Conduct.

3.4 You are required to provide us with your name and a contact address or email address, so that we can acknowledge receipt of your complaint and keep you informed of its progress. If you want to keep your name and address confidential, please indicate this in the space provided on the complaint form, in which case we will not disclose your name and address to the Member against whom you make the complaint, without your prior consent. The Council does not normally investigate anonymous complaints, unless there is a clear public interest in doing so.

3.5 The Monitoring Officer will acknowledge receipt of your complaint as soon as possible after receiving it and will keep you informed of the progress of your complaint.

4. Initial Assessment of Complaints Received

4.1 The Monitoring Officer will review all complaints received by the Council and must consult with at least one of the Independent Persons (see section 13 below) at this stage. In assessing the complaint, the Monitoring Officer will apply the following 'public interest' test:

'CAN' we investigate your complaint?

- Is the person you are complaining about a Councillor?
- Did the conduct occur within the last six months?
- Is the conduct something that is covered by the code?

4.2 If a complaint has been made but does not fall within the scope or intent of these arrangements, the Monitoring Officer may still decide to take informal action in order to resolve the matter.

4.3 If the Monitoring Officer determines the complaint can be investigated, the following test will be applied:

'SHOULD' we investigate your complaint?

- Is there evidence which supports the complaint?
- Is the conduct something which it is possible to investigate?
- Would an investigation be proportionate and in the public interest?

4.4 If the Monitoring Officer determines the complaint should be investigated, they will then decide whether the complaint:

a. warrants investigation or,

- b. may be suitable for alternative resolution without investigation,
- 4.5 For the complaint to be admissible it must be in a legible format and relate to an existing Member of the Council.
- 4.6 In determining whether or not the complaint should be referred for investigation or to seek alternative resolution the Monitoring Officer and Independent Persons will have regard to a range of factors including the following:-
- a. Whether there is sufficient information upon which to base a decision;
 - b. How serious is the alleged complaint;
 - c. Is the complaint politically motivated, vexatious or tit for tat;
 - d. Did the action complained about occur recently or not;
 - e. Do the allegations relate to actions occurring whilst the Member was acting in their official capacity or do they relate to their private life;
 - f. Whether the matter is considered suitable for alternative resolution and whether either the Member concerned or the complainant is not prepared to accept this as a solution.
- 4.7 The initial assessment of the complaint will be held as soon as possible after receipt of your complaint and you will be informed, in writing, of the outcome by the Monitoring Officer. You will be informed on progress throughout the process.
- 4.8 Unless exceptional circumstances exist that indicate otherwise, the Monitoring Officer will inform the Member concerned of the receipt and nature of the complaint and invite their comments.
- 4.9 Where the Monitoring Officer requires additional information in order to come to a decision, they may come back to you for such information, and may request information from the Member against whom your complaint is directed.
- 4.10 If, during the assessment of the initial complaint, it becomes clear that either the Monitoring Officer or the Independent Persons have a conflict of interest in relation to the complaint, they will not play any further role in the assessment of the complaint. In order that the complaint can be assessed, steps will be taken to appoint a

Monitoring Officer (or suitably qualified person) or an Independent Person from another authority to assess the complaint and take any further steps required under this procedure.

5. Alternative Resolution

- 5.1 In appropriate cases, the Monitoring Officer may seek to resolve the complaint informally, without the need for a formal investigation. The Monitoring Officer must consult with the Independent Persons about this course of action. Such informal resolution may involve the Member accepting that their conduct was unacceptable and offering an apology, or other remedial action by the Council. Where the Member or the Council makes a reasonable offer of informal resolution, but you are not willing to accept that offer, the Monitoring Officer (and Independent Persons) will take account of this in deciding whether the complaint warrants a formal investigation.
- 5.2 If your complaint identifies criminal conduct or breach of other regulation by any person, the Monitoring Officer has the power to call in the Police and other regulatory agencies.

6. If the Complaint is referred for Investigation how is the investigation conducted?

- 6.1 If the Monitoring Officer decides that a complaint merits formal investigation, they will appoint an Investigating Officer, who may be another senior officer of the Council, an officer of another Council or an external investigator. The Monitoring Officer will agree an investigation plan with the Investigating Officer. The Investigating Officer will decide whether they need to meet or speak to you to understand the nature of your complaint. If so, then you can explain your understanding of events and suggest what documents the Investigating Officer needs to see and who the Investigating Officer needs to interview. The Monitoring Officer will consult with the Independent Persons about the need for a formal investigation.
- 6.2 The Investigating Officer would normally write to the Member against whom you have complained and provide them with a copy of your complaint. The Member would be asked to provide their explanation of events. The Investigating Officer will identify what documents they need to see and who they need to interview. In exceptional cases, where it is appropriate to keep your identity confidential, or disclosure of details of the complaint to the Member might prejudice the investigation, the Monitoring Officer can delete your name and address from the papers given to the Member, or delay notifying the Member until the investigation has progressed sufficiently.

6.3 At the end of their investigation, the Investigating Officer will produce a draft report and will send copies of that draft report, in confidence, to you and to the Member concerned, to give you both an opportunity to identify any matter in that draft report which you disagree with or which you consider requires further consideration.

6.4 Having received and taken account of any comments which you may make on the draft report, the Investigating Officer will send it to the Monitoring Officer.

7. What happens if the Investigating Officer concludes that there is no evidence of a failure to comply with the Code of Conduct?

7.1 The Monitoring Officer will, in consultation with the Independent Persons, review the Investigating Officer's report and, if they are satisfied that the Investigating Officer's report is sufficient, the Monitoring Officer will write to you and to the Member concerned, notifying you that no further action is required.

8. What happens if the Investigating Officer concludes that there is evidence of a failure to comply with the Code of Conduct?

8.1 The Monitoring Officer will, in consultation with the Independent Persons, review the Investigating Officer's report and will then either send the matter for local hearing before the Hearings Panel made up of Councillors from the Council's Standards Committee or seek an alternative resolution.

8.2 Local Resolution

The Monitoring Officer and Independent Persons may consider that the matter can be resolved without the need for a hearing. Such resolution may include the Member accepting that his/her conduct was unacceptable and offering an apology, and/or other remedial action by the Council. If the Member complies with the suggested resolution, the Monitoring Officer will report the matter to the Standards Committee for information, but will take no further action.

8.3 Local Hearing

If the Monitoring Officer and Independent Persons consider that local resolution is not appropriate or it isn't possible to achieve, the Monitoring Officer will report the Investigating Officer's report to the Hearings Panel which will conduct a local hearing to decide whether the Member has failed to comply with the Code of Conduct and, if so, whether to take any action in respect of the Member.

In summary, the Monitoring Officer will conduct a “pre-hearing process”, requiring the Member to give their response to the Investigating Officer’s report. This is in order to identify what is likely to be agreed and what is likely to be contentious at the hearing. The Chair of the Hearings Panel may issue directions as to the manner in which the hearing will be conducted. At the hearing, the Investigating Officer will present their report, call such witnesses as they consider necessary and make representations to substantiate their conclusion that the Member has failed to comply with the Code of Conduct. For this purpose, the Investigating Officer may ask you as the complainant to attend and give evidence to the Hearings Panel.

The Member will then have an opportunity to give their evidence, to call witnesses and to make representations to the Hearings Panel as to why they consider that they did not fail to comply with the Code of Conduct.

The Hearings Panel, with the benefit of any advice from the Independent Persons, may conclude that the Member did not fail to comply with the Code of Conduct and so dismiss the complaint. Alternatively, if the Hearings Panel finds that the Member did fail to comply with the Code of Conduct, the Chair will inform the Member of this finding and the Hearings Panel will then consider what action, if any, the Hearings Panel should take as a result of the Member’s failure to comply with the Code of Conduct. In doing this, the Hearings Panel will give the Member an opportunity to make representations to the Panel and will consult the Independent Persons.

If the Member wishes to make representations to the Panel and/or consult with the Independent Persons the Hearing will adjourn, normally for one week, and reconvene to hear any representation or statement from the Member before either confirming or amending their decision. If the Member does not wish to make representations to the Panel, or consult with the Independent Persons, the decision of the Panel will stand as announced.

9. What action can the Hearings Panel take where a Member has failed to comply with the Code of Conduct?

9.1 The Hearings Panel must publish its findings in respect of the Member’s conduct;

9.2 The Hearings Panel may:

- a. Report its findings to the Council for information;
- b. Recommend that the Leader/Group Leader or Town/Parish Council, as

applicable, remove the Member from Special Responsibilities – i.e. Cabinet/Committees/Outside Bodies;

- c. Instruct the Monitoring Officer to arrange training for the Member;
 - d. Instruct the Monitoring Officer to mediate between the complainant and the Member;
 - e. Recommend to Full Council or a Town or Parish Council as applicable, that the Member be removed from any or all outside appointments to which they have been appointed or nominated by the Council where the complaint relates to that appointment and for a specified period of time;
 - f. Recommend to Full Council or a Town or Parish Council as applicable, the withdrawal of any facilities provided to the Member by the Council that may have been abused or improperly used; or
 - g. Recommend to Full Council the exclusion of the Member from the Council's offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings;
 - h. Recommend that the member concerned makes a formal written or verbal or written and verbal apology to the Full Council.
- 9.3 There are no powers that allow the Council or the Standards Committee to suspend or disqualify the Member or to withdraw Members' basic allowances. (Although, removing a Member from the Cabinet or other Committee would lead to a loss of any Special Responsibility Allowance that position was entitled to for the period of the suspension).

10. What happens at the end of the hearing?

- 10.1 At the end of the hearing, the Chair will state the decision of the Hearings Panel as to whether the Member failed to comply with the Code of Conduct and as to any actions which the Hearings Panel resolves to take.
- 10.2 As soon as reasonably practicable thereafter and subject to any adjournment as set out in 8.3 above, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Hearings Panel and send a copy to you and to the Member. The decision notice will be made available for public inspection after 20 working days have elapsed from the date the decision notice was issued (provided

there has not been a request for a review under paragraph 11 of these Arrangements) and the decision reported to the next convenient meetings of the Standards Committee and of the Council.

11. Appeals and Reviews

- 11.1 There is no right of appeal for you as complainant or for the Member against a decision of the Monitoring Officer.
- 11.2 However, a review of the decision of the Hearings Panel may be sought by you or the Member concerned in the following circumstances:
- a. where you or the Member concerned consider that the Local Hearing was not conducted in accordance with the process set out in these Arrangements or the principles of natural justice (see below); or
 - b. where significant new evidence is available which has not been considered by the Hearings Panel.
- 11.3 Any such request for a review should be made to the Monitoring Officer in writing (by letter or e-mail) within 20 working days from the date the decision notice was issued to the parties and:
- a. if made pursuant to paragraph a) above, must set out specifically how it is considered the Local Hearing was not conducted in accordance with the process set out in these Arrangements or the principles of natural justice; or
 - b. if made pursuant to paragraph b) above, must include copies of the new evidence or explain what the evidence is.
- 11.4 The Monitoring Officer may reject the request for a review if after consultation with the Independent Persons they conclude that substantive reasons have not been provided to support the request or the further evidence provided is insufficient to support a request for a review. Simply expressing disagreement with the Hearings Panel's decision or repeating the original complaint will result in the request for review being rejected. If the request for review is rejected you and the Member will be advised in writing of the reasons for rejection.
- 11.5 If a request for a review is received (provided it is not rejected), the Monitoring Officer will notify the complainant and Member concerned and convene a meeting of the Review Panel.

- 11.6 The Review Panel will review the Hearings Panel's decision. The Review Panel will have the documentation considered by the Hearings Panel and the decision notice of the Hearings Panel before it. It will not conduct a re-hearing. It will only consider the request for the review, (including any new evidence presented with the request for review) together with the complainant or subject Member's response to the request for the review and response to any new evidence. The Review Panel will also have the discretion to re-hear any of the original evidence if it considers this necessary.
- 11.7 The Review Panel will either:
- a. confirm the original decision of the Hearings Panel; or
 - b. disagree with the original decision of the Hearings Panel and substitute its own decision (which may only be a decision that was open to the Hearings Panel).
- 11.8 At the end of the review, the Chair of the Review Panel will explain the Review Panel's reasons for its decision. Within 5 working days of the decision of the Review Panel, the Monitoring Officer shall prepare a formal decision notice in consultation with the Chair of the Review Panel and send a copy to you and to the Member. The decision notice will be made available for public inspection and will be reported to the next convenient meeting of the Standards Committee and the Council.
- 11.9 Unless in the opinion of the Monitoring Officer in consultation with the Independent Person(s) exceptional circumstances exist, the Review Panel must make a decision within two calendar months of the receipt of the request for a review.
- 11.10 There is no right of appeal of the decision of the Review Panel which is final.
- 11.11 If you feel that the Council has failed to deal with your complaint properly, you may make a complaint to the Local Government Ombudsman or take your own legal advice as to options that might be open to you.

12. Who are the Hearings Panel?

- 12.1 The Hearings Panel is a panel of the Council's Standards Committee. It will comprise three Members of the Standards Committee.
- 12.2 The Independent Persons are invited to attend all meetings of the Hearings Panel and their views are sought and taken into consideration before the Hearings Panel

takes any decision on whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

13. Who are the Review Panel?

13.1 The Review Panel is a panel of the Council's Standards Committee. It will comprise three Members of the Standards Committee who did not sit on the Hearings Panel, have not previously been involved in the matter concerned and who do not otherwise have any conflict of interest.

13.2 The Independent Persons are invited to attend all meetings of the Review Panel and their views are sought and taken into consideration before the Review Panel takes any decision on whether the Member's conduct constitutes a failure to comply with the Code of Conduct and as to any action to be taken following a finding of failure to comply with the Code of Conduct.

14. Who are the Independent Persons?

14.1 The Council has two Independent Persons.

14.2 A person cannot be "independent" if they:

- a. are, or have been within the past five years, a Member, co-opted Member or officer of the Council or of a parish council within the Council's area; or
- b. are a relative or close friend of a person within paragraph 13.1. For this purpose, "relative" means:
 - (i) the other person's spouse or civil partner;
 - (ii) living with the other person as husband and wife or as if they were civil partners;
 - (iii) a grandparent of the other person;
 - (iv) a lineal descendant of a grandparent of the other person;
 - (v) a parent, sibling or child of a person within paragraphs (i) or (ii);
 - (vi) the spouse or civil partner of a person within paragraph (iii), (iv) or (v); or
 - (vii) living with a person within paragraph (iii), (iv) or (v) as husband and wife or as if they were civil partners.

15. Being accompanied at a Local Hearing or Review Panel meeting

15.1 Both you and the Member you complained about may choose to bring another person

with them to the Local Hearing and any Review Panel meeting (if one takes place) to support them. It shall be a matter for the Chair of the Hearings Panel and the Chair of the Review Panel to issue directions as to the manner in which a supporting person may participate in the Local Hearing/Review Panel meeting, to ensure there is a balance between a party's need to be supported and the need for the Hearings Panel and/Review Panel to conduct its business fairly and efficiently.

16. Principles of Natural Justice

- 16.1 For the avoidance of doubt, it is expressly stated that the procedures in these Arrangements must be conducted in accordance with the principles of natural justice. In summary, in the context of these Arrangements, the principles of natural justice mean that each party has the right to a fair hearing, the right to make their case to an impartial person/group of people, and that the decision makers in this process act without bias or apparent bias, act impartially and do not create any procedural irregularities.

17. Service

- 17.1 Where it is necessary for any documentation to be sent to a member against whom an allegation of breach of the Code has been made, those documents may be sent by recorded delivery post to that members usual address and/or by e-mail to the e-mail address notified to the Council. Any documents sent by such a method are deemed to be served for the purpose of these arrangements.

18. Revision of these arrangements

- 18.1 The Council may by resolution agree to amend these arrangements and has delegated to the Chair of the Hearings Panel (and the Chair of the Review Panel in cases where there is a review), the right to depart from these arrangements where they consider that it is expedient to do so in order to secure the effective and fair consideration of any matter.



Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Committee: Full Council
Date: Thursday 3rd June 2021
Agenda Item: 23. Internal Audit Report 2020/21

1. PURPOSE OF THE REPORT

To present the report of the Internal Auditor and to ask the Council to review the effectiveness of Internal Audit regime.

2. BACKGROUND INFORMATION

2.1 The Parish Council currently uses Northamptonshire Association of Local Council's (NALC) to undertake it's Internal Audit and the findings of the Auditor are reported to Full Council each year. The Council recently agreed to continue the current arrangements but to expand the scope of the Internal Audit to ensure that the Council is provided with adequate reassurance as to the robustness of its internal controls.

2.2 It is important for the Council to recognise that internal audit's function is to test and report to them on whether the Council's system of financial control put in place by management is adequate and working satisfactorily.

3. SCOPE OF INTERNAL AUDIT PLAN PROPOSAL

3.1 All Parish Councils are required to review the effectiveness of the system of internal audit at least annually. The following five standards need to be

addressed in order for Internal Audit to be considered effective and should be clearly defined in the Internal Auditor's engagement letter:

3.1.1 Scope of Internal Audit

What should be included in the audit plan, or, in other words, what is it that the Council wants the internal audit to do. It is recommended that the minimum requirements contained in "Governance and Accountability for Smaller Authorities in England" are required of Duston's internal audit. The Council may also wish to consider additional areas of work.

The work should take account of the risk management processes (e.g. the annual Financial Risk Assessment) and also the wider internal controls (the whole system of checks and controls, financial or otherwise, established by management in order to provide assurance regarding the achievement of the organisations objectives). Good examples of internal controls are robust and regularly review Financial Regulations, regular financial reporting to Council and Councillor conducted bank reconciliation.

3.1.2 Independence

The Internal Auditor should be allowed to have direct access to those charged with governance (i.e. the Council/Clerk/Responsible Financial Officer) where this is thought necessary by the auditor.

The Internal Auditor should have no other role within the Council and the Council should confirm this. This is not to say that he/she cannot be an employee of the Council. This may happen within larger local Councils and certainly does happen in principle authorities, but the Internal Auditor should have no role in the financial or decision-making processes.

The Internal Auditors report should be made in his/her own name and addressed to the Council. It is perfectly feasible to prepare the audit report on a "negative" basis, i.e. only those items which require amendment or improvement to be mentioned, but where the auditor finds that no matters have arisen from the audit which necessitates bringing to the attention of members, then the report should reflect this.

3.1.3 Competence

The Council must be satisfied that the Internal Auditor is competent to carry out the work. The Internal Auditor does not have to possess any qualifications but the following essential competencies to be sought should be:

- understanding of basic accounting processes;
- understanding of the role of internal audit in reviewing systems rather than undertaking detailed checks that are more appropriately the responsibility of management;
- awareness of risk management issues; and
- understanding of accounting requirements and the legal framework and powers of local councils.

3.1.4 Relationships

The Parish Clerk and Responsible Financial Officer (RFO) of the Council should be consulted on the content of the audit plan and all concerned should agree this beforehand. Responsibilities for officers and internal audit should be defined in relation to risk management, internal control and fraud and corruption matters. These will be clearly set out in such documents as job descriptions and the auditors' engagement letter.

Council members should be clear on their own responsibilities for the "protection of the public purse" within the internal audit framework. The Council has a duty to consider the annual internal audit report and to demonstrate that consideration by inclusion in the minutes. Each item mentioned in the report should be fully addressed.

3.1.5 Audit Planning and Reporting

The audit plan should properly take account of the corporate risk i.e. controls and procedures within the Council which minimise the risk of the body not being able to function or carry out what it sets out to do. The Council should approve the plan. Internal audit should report in writing in accordance with the plan.

A good internal audit will comprise 2 parts done at different times of the year. The interim audit is usually done part way through the year, and is an audit of the Councils processes and procedures.

The final audit is undertaken after completion of the year-end, so that balances within the accounts may be verified, the auditor will submit written reports to the Council after the interim and final audit.

The Internal Auditor is appointed by and reports to the Council not the Clerk/RFO. The auditor should have up-to-date and adequate professional

indemnity insurance and provide or agree a letter of engagement with the Council.

- 3.2 In order to satisfy all of these requirements the Council approved an audit plan in accordance with the above mentioned "Governance and Accountability for Smaller Authorities in England" and approved an Audit Engagement letter.

4. REPORT OF THE INTERNAL AUDITOR

The report of the Internal Auditor is attached to this report and is self-explanatory. In order to ensure full compliance and to ensure on-going robustness of the Audit, the Internal Auditor has been asked to return and conduct an intermediate audit later in the year.

- 4.1 No issues were identified by the Internal Auditor for the period 2020/21.

5. REVIEW OF INTERNAL AUDIT

The Council reviewed the scope and effectiveness of the Internal Audit and made significant changes in 2018 and therefore it is recommended that the Council reapprove the current scope of Audit and confirm that it considers the new Audit requirements to be effective.

6. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) Council receive the report of the Internal Auditor
- b) Council agrees that the scope of Internal Audit remains appropriate and
- c) Council agrees that the Internal Audit regime is effective

INTERNAL AUDIT PLAN SCHEDULE

This Internal Audit Plan runs from 1st April to 31st March of each year. It actually covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the Internal Auditor for the new financial year that starts in April

JANUARY	<ol style="list-style-type: none"> 1) The Finance and General Purposes Committee Meeting: <ul style="list-style-type: none"> • review the Councils system for internal financial control • review the audit plan for recommendation to Full Council • review Terms of Reference for the Internal Auditor for recommendation to Full Council 2) The Finance and General Purposes Committee to check that the Council has carried out a risk assessment in the last twelve months
FEBRUARY	<ol style="list-style-type: none"> 1) Full Council to approve the audit plan 2) Full Council to approve the Terms of Reference for the Internal Auditor 3) Full Council to approve the appointment of the Internal Auditor for the next 12 months commencing 1st April.
APRIL	START OF THE NEW FINANCIAL YEAR
MAY	<ol style="list-style-type: none"> 1) The Internal Auditor to receive the accounts for the last 12 months. 2) Full Council to receive a copy of the Annual Return to the External Auditor and approve it
JUNE	The Internal Auditor to meet with the Clerk and the Chairman of Finance and General Purposes Committee to note any issues raised by the Internal Auditor
JULY	<ol style="list-style-type: none"> 1) Full Council to review any issues raised by the Internal Auditor 2) Full Council to review if the Internal Audit has been carried out ethically and with integrity and objectivity 3) Full Council to receive a report from the Parish Clerk on the effectiveness of the Internal Audit 4) Full Council to note any issues that need to be addressed in the next audit cycle
OCTOBER	Council to receive a report from the External Auditor

Annual Internal Audit Report

Name of council:	Duston Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	27.05.2021
Year ending:	31 March 2021	Date audit carried out:	27.05.2021

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the staff and management and not left for internal audit. This report is based on the evidence examined and made available to me. It would be incorrect to view internal audit as the detailed inspection of every record and transaction of the Council in order to detect error or fraud. Consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.

To the Chairman of the Council:

Due to the Covid-19 pandemic and as a consequence of the legal distancing restrictions imposed by the UK government I carried out the audit remotely, by e-mail and 'phone. I would thank Justin Gleich, Clerk and RFO for his co-operation and assistance in delivering the audit; having the year-end data available promptly at the end of what has been a very difficult year for clerks and councils, together with his quick response to my queries has been very helpful to me.

I firstly examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council; they had. I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the proper practices as set out in the Practitioners' Guide), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures and compliance with the display of information including the exercise of public rights.

I looked particularly at the arrangements that the council put in place in response to the C-19 restrictions, to manage the processes and procedures that would normally require documents including Minutes, invoices etc to be physically examined and / or signed. Where changes have been made, I am satisfied that the modified arrangements have been introduced without any significant diminution in the overall standard of internal controls.

Where necessary, I requested and was provided with supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the AIAR. This supplementary information was provided in the form of written answers to the questions raised together with scanned documents including the Accounting Statements (section 2 of the AGAR) and our phone conversation on 27 May.

I am pleased to be able to report that having tested all the aspects of the council's internal controls that I am required to consider, based on the information made available

to me I am satisfied that in all significant respects, the internal control objectives were achieved throughout the financial year to a standard adequate to meet the council's needs. Accordingly, I have completed and signed off the Annual Internal Audit Report as required.

John Marshall
 Internal Auditor to the Council
 07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2020	Year ending 31 March 2021
1. Balances brought forward	628,773	574,776
2. Annual precept	480,092	493,999
3. Total other receipts	198,950	206,982
4. Staff costs	306,786	300,926
5. Loan interest/capital repayments	120,354	120,099
6. Total other payments	305,899	255,195
7. Balances carried forward	574,776	599,537
8. Total cash and investments	501,392	564,616
9. Total fixed assets and long term assets	4,316,064	4,338,523
10. Total borrowings	1,698,749	1,647,347

The proper practices referred to in Accounts and Audit Regulations 2015 are set out in *Governance and Accountability for Smaller Authorities in England, A Practitioners' Guide*. Please note that sections 1 & 2 constitute the 'proper practices' that smaller authorities must follow and sets out the appropriate standard of financial reporting. A copy of the current version of the Guide and other useful information is available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021.**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

EN Duston Parish Council

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

27/05/2021

DD/MM/YYYY

DD/MM/YYYY

Name of person who carried out the internal audit

W J McL. Marshall, CiLCA NAL AUDITOR

Signature of person who carried out the internal audit

W J McL. Marshall

Date

27/05/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Duston Parish Council
ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2020/21 for

ENTER NAME OF AUTHORITY

"AS RESTATED"

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
* 1. Balances brought forward	628,773	574,776	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	480,092	493,999	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	198,950	206,982	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	306,786	300,926	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	120,354	120,099	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	305,899	255,195	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
* 7. (=) Balances carried forward	574,776	599,537	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	501,392	564,616	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	4,316,064	4,338,523	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	1,698,749	1,647,347	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

21/05/21

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2020/21

In respect of

Duston Parish Council
ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY



DUSTON PARISH COUNCIL

Duston Parish Council
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Committee: Full Council
Date: 3rd June 2021
Agenda Item: 24. ANNUAL RETURN, GOVERNANCE STATEMENT AND END OF YEAR ACCOUNTS 2020/21

1. PURPOSE OF THE REPORT

To provide the Council with a commentary on the year end figures for 2020/21. To ask the Council to approve the year end accounts, Annual Governance and Accountability Return for 2020/21.

2. BACKGROUND INFORMATION

2.1 The accounts are prepared by methods that comply with the standard accounting practices and are based on the following basic concepts:

Going Concern – The accounts are prepared on the assumption that the Council will remain in existence for the foreseeable future. The alternative to this would be the ‘winding up’ basis which would value the assets at the level they could be sold for at the date of the accounts.

The Matching Principle – Incomes or Benefits are matched to their associated costs and reported in the most appropriate financial period.

Consistency – The same accounting principles are used and uniformly applied from one year to the next to ensure figures are comparable year on year.

Prudence – Where alternative outcomes are possible the one which produces the lowest profit, lower asset value or higher liability is chosen. This prevents overstatement of profit or benefit.

- 2.2 The Council is subject to intermediate audit by PKF Littlejohn. Council are asked to approve the Annual Governance and Accountability Return and authorise the Chairman to sign the same.

3. YEAR END ACCOUNTING ADJUSTMENTS

A computerised accounting systems records transactions strictly by invoice date, date of payment or date of banking for receipts. Where this would cause an item to be reported in the wrong financial period a manual adjustment is required to correct the accounts.

Prepayments – where items are paid or invoiced in advance for a service which extends beyond the end of the financial year the cost must be split pro rata between the two financial periods. An example of this is the rents for St Luke's Centre which are paid at various points during the financial year.

In the accounts for the year to 31st March 2021 the following adjustments were made:

Prepayments	2019/20 £	2020/21 £
Bee Tee Alarms 1/4/20 – 31/3/2021	947	-
Came and Co Insurance	5,003	5,480
Came and Co Vehicle Insurance	409	452
RBS Omega system 20/21 maintenance	802	816
RBS Booking system 20/21 maintenance	290	296
Bar income to be recharged	1,000	-
Duston Fun Day costs in advance	377	-
Subs in advance SLCC	420	432
Utilities to be recharged to tenants	6,609	3,294
Photocopier charges in advance	449	449
TOTAL	16,306	11,219

Accruals – Where the benefit of goods or services has been received or a cost incurred but an invoice from the supplier has not been received by the year end an adjustment is required to recognise the expenditure within the appropriate year, In the accounts for the year to 31st March 2021 the following adjustments were made:

Accruals	2019/20 £	2020/21 £
Telephone	240	-
PKF Audit Fee	1,300	1,300
Accountant –Year End Accounts (2020 includes work for Feb and March)	2,000	3,500
Electricity Pendle Road	1,969	1,913
Gas St Lukes	400	200
Electricity St Lukes	800	450
Water St Lukes	450	600
Water Pendle Road	200	160
Complete Ground Mgt	-	110
Barclaycard repairs etc	-	780
Legal fees re asset transfer		4,800
Fire doors – late invoice		325
TOTAL	7,359	14,138

Deferred Income – Where a sales invoice is raised in advance for an event or service that takes place in the following financial period then this income must be adjusted to transfer it into the accounts for the following year. For example tenants rent invoices which are raised in advance. In the previous financial year invoices were not raised for the quarter ended 24 June 2020 due to the Covid-19 situation and therefore there was no deferred income as at the end of the previous financial year.

Deferred Income	2019/20 £	2020/21 £
Tenant (office 1)	-	2,141
Tenant (office 2)	-	1,186
Tenant (office 3)	-	1,089
Tenant (office 4)	-	1,529
Tenant (office 5)	-	1,485
Tenant (Nursery Room)	-	8,835

TOTAL	-	16,265
--------------	---	--------

4. OTHER BALANCE SHEET ITEMS

Cash and Bank Balances – At the 31st March 2021 the Council held £564,543.80 in bank accounts and £72.19 in petty cash and various floats. The balance per the bank statements before taking into account uncleared items as at 31 March 2021 totalled £564,543.80.

The Council is required to ensure that it has sufficient funds to be able to pay staff salaries, trade creditors, HMRC and pension scheme contributions in April before the first half of the following year's precept is received at the end of April. The first instalment of the precept amounting to £253,547 was received as cleared funds on 4 May 2021.

Debtors – The year end debtor balance represents the following:

Debtors	2019/20 £	2020/21 £
Debtors	29,907	53,401
HMRC (VAT refund due)	59,415	31,246
Bar stock and other debtors	1,200	2,418
Legal fees to be paid by developer	-	3,185
Prepayments	16,306	11,219
TOTAL	106,828	101,469

Creditors – The year end creditor balance represents the following:

Creditors	2019/20	2020/21
Purchase Ledger (includes PAYE and Pension*)	25,203	33,921
VAT payable	-	-
Refundable deposits	200	135
Security Bonds	100	-
Refunds due re cancelled events and bookings	644	-
Accruals	7,359	14,138
Deferred income (commercial rents)	-	16,265
Tenant deposit	938	938
Rent for lobby		1,200
TOTAL	34,444	66,597

*PAYE and pension scheme (LGPS) contributions relating to the March payroll were due for payment in April.

5. CONCLUSION

The Council budget for 2020/21 expenditure was £753,699 and the actual expenditure amounted to £676,220, of this £62,889 was met from ear-marked reserves. The income budget was £713,699 and the actual income received was £700,981. This included COVID-19 related grants of £90,980. Key variances included in the Annual Return (those over 15%) are shown in the table below.

Through careful budgetary management and internal cost saving measures, the budgeted break-even was exceeded, leaving a surplus of £87,650.

	2019/20	2020/21	Variance	Variance	Detailed explanation of variance (with amounts £)
	£	£	£	%	
<i>All other payments</i>	305,899	255,195	50,704	17%	<p>In the previous financial year play equipment was purchased at a cost of £53,999. No expenditure of this nature was incurred in the year to 31 March 2021.</p> <p>During this financial year £36,454 was spent on the renovation of Pendle Road community centre.</p> <p>Repairs, maintenance and renewals decreased in the year by £11,735, this was due to the centres being closed due to Covid 19 and the renovation work reducing the requirement for routine maintenance.</p> <p>Business rates were reduced to £nil due to the Covid 19 situation giving a</p>

					<p>saving of £3,603. Utility costs were also lower by £3,958 as the centres were closed for part of the year.</p> <p>Events expenditure decreased by £11,417 as the planned events such as Duston Fun Day had to be cancelled.</p> <p>The Youth Service agreement was reduced by £6,940 as the service could not operate for part of the year.</p> <p>Election costs in the previous year were £7,242, no costs incurred this financial year.</p> <p>Legal fees increased by £15,204 due to the transfer of community assets to the Parish Council.</p>
--	--	--	--	--	---

6. TOTAL BUDGET VARIANCE ON THE GENERAL RESERVE

The Council ended the year with a General Reserve of £434,923 (£428,781, 2019/20) and earmarked reserves of £164,615 (£135,133 2019/20), resulting in an overall reserve as at 31st March 2021 of £599,538.

7. BORROWINGS

The Council has Public Works Loans Board borrowings of £1,647,347 as at 31st March 2021.

8. RECOMMENDATIONS

It is **RECOMMENDED** that:

- a) Council approves the Annual Governance and Accountability Review 2020/21 and authorise the Chairman to sign the same
- b) Council approves the end of year financial statement as a fair and accurate record of the Council's financial position at 31st March 2021.

APPENDIX N

ASSETS @ 31/03/2021

	Location	Date acquired	Amount £	
5xnotice boards	various	pre 2005	5,982.00	
2xnotice boards	various	24/10/2012	712.45	
Notice boards	various	2013-14	1,604.05	
2 cycle barriers	Duston CE park	pre 2006	1,092.00	
2 cycle barriers	Errington Park	pre 2005	1,092.00	
Computer equipment	parish office/youth worker	various	3,284.00	
Commerative bench	Rose Garden		856.96	
office equipment	parish office		1,081.00	
teak memorial bench			541.00	
18xlitter bins	various		9,644.00	
8xpublic seats	various		13,126.00	One disposed 18/19 £1875
1seat&bin	weggs farm		1,623.00	
3xseats and bins	various		3,102.00	
Bins & seats	various	2013-14	10,765.35	
HQI camera - Police passed ownership to Council			780.00	
Equipment various	parish office		1,974.00	
MUGA	Errington Park		80,000.00	
Village Sign (donated Emp Cllr Allow)	corner of Berrywood Road		1,485.00	
Cycle - PSCO Nigle Phelps	kept by police owned by DPC		500.00	
generator	storage parish office		160.00	
4 roundabout, Errington Park, Mendip Park, Grafton Park, Quarry Park			43,095.00	
Playground equip/safety grass	Duston Wildes, Quarry Park	18/01/2017	2,339.30	
Playground equip	Errington	2013-14	27,014.13	
office furniture	parish office	30/03/2012	276.00	
Fridge	parish office	13/04/2012	95.82	
Computer equipment	parish office	04/12/2012	3,170.66	
Computer	parish office	18/11/2014	434.33	
Hazard Cupboard	Community centre	03/07/2014	256.00	
Microwave	Community centre	03/07/2014	63.32	
Tree Lights	St Luke's		83.32	
Computer	Community centre	30/05/2014	662.06	
Office Furniture	Parish office	31/10/2014	1,382.75	Disposal 7 office chairs £400
Camera	Parish office	08/04/2014	41.66	
Events Equipment	Parish Office	29/05/2014	464.12	
Youth equipment	St Luke's Centre	07/05/2015	50.00	
Computer equipment	Parish Office and Community Centre	28/02/2016	6,188.91	
Catering Equipment	Community Centre	25/02/2016	8,626.68	
Tables & chairs	Community Centre	08/01/2016	2,713.00	Disposal 10 chairs 18/19 @ £15 each
Environment Equipment	Parish Office	02/03/2016	291.88	
Bin	Parish Office	02/02/2016	340.00	
Litter barrow	Parish Office (environment)	19/10/2016	200.00	
Salt bin	Parish Office (environment)	15/12/2016	248.00	
Litter bin	Parish Office (environment)	18/10/2016	279.95	
Notice boards	Parish Office (environment)	25/04/2016	1,736.74	
Office Furniture	Community Centre	14/03/2016	1,022.13	
Signage	Community Centre	18/12/2015	1,211.50	
Signage	Community Centre	19/08/2016	556.91	
TV aerial	Community Centre	10/08/2016	250.00	
Reception Counter	Community Centre	18/04/2016	1,960.00	
Ice making machine	Community Centre	15/07/2016	99.98	
Panasonic TV and DVD	Community Centre	09/08/2016	448.33	
TV trolley	Community Centre	09/08/2016	62.49	
Piano trolley	Community Centre	09/08/2016	106.12	
Catering Equipment	Community Centre	27/09/2016	95.97	
Circular tables	Community Centre	03/01/2017	629.00	
Garment rail and hangers	Community Centre	09/02/2017	190.00	
10 lt water boiler	Community Centre	16/02/2017	49.98	
Sun protections/kitchen window	Community Centre	28/02/2017	427.50	
Display cabinets	Community Centre	21/03/2017	623.08	
Build and install planter	Parish Office (environment)	03/06/2016	1,970.00	
Vacuum cleaner	Community Centre	04/04/2016	30.00	
Till for bar area	Community Centre	06/04/2017	472.85	
Ikea - baby chairs	Community Centre	13/04/2017	33.50	
Tommy Tippee play equipment	Community Centre	08/05/2017	24.99	
The Works, stage lighting	Community Centre	17/05/2017	2,049.55	
The Works, theatre talk back	Community Centre	17/05/2017	673.80	
Flute glasses	Community Centre	30/05/2017	45.99	
Safe	Community Centre	26/07/2017	249.99	
PAT testing equipment	Community Centre	17/08/2017	200.00	
Powerwasher	Community Centre	14/09/2017	166.67	
Mugs (catering)	Community Centre	11/09/2017	36.50	
Serving stand	Community Centre	23/10/2017	16.00	
Coffee machine/tea boiler	Community Centre	03/11/2017	315.98	
Barrier	Community Centre	06/11/2017	255.95	
Teaspoons	Community Centre	06/11/2017	79.58	
Fire door retainers	Community Centre	05/12/2017	515.94	
Signs	Community Centre	15/12/2017	13.77	
Blackboard for café	Community Centre	21/03/2018	20.79	
2 coat stands	Community Centre	26/03/2018	101.96	
Panasonic 58" smart tv	Community Centre	26/03/2018	499.17	
TV Cart	Community Centre	26/03/2018	49.99	
Leaf blower	Environment	27/06/2017	191.67	
Removeable bollard	St Lukes	02/08/2017	295.00	
Mirror	St Lukes	06/12/2017	69.54	
Table and 6 chairs	St Lukes	07/03/2018	200.00	

APPENDIX N

ASSETS @ 31/03/2021

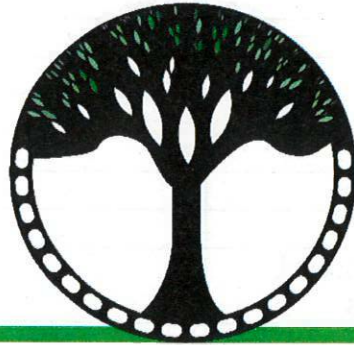
	Location	Date acquired	Amount £
Microwave	Parish Office	29/09/2017	35.00
Coat stand	Parish Office	27/11/2017	40.00
Coat stand	Parish Office	21/02/2018	40.00
War Memorial railings	Environment	22/11/2017	675.00
Greenhouse Youth Club	Youth	01/04/2017	83.74
Van Peugeot Partner MD17HTT	Van	19/12/2018	8,449.00
Wifi Solution Hardware (DBFB)	Parish Office	16/11/2018	816.00
Netgear 24 Port Switch	Parish Office	26/11/2018	240.00
Netgear 24 TG588 router	Parish Office	26/11/2018	115.00
Netgear 24 Port Switch/TG588 router installation	Parish Office	26/11/2018	250.00
Trent Furniture 20 chairs	Community Centre	13/04/2018	347.00
Undercounter freezer	Community Centre	11/10/2018	148.00
Display system	Community Centre	01/11/2018	148.00
7 fire doors	Community Centre	14/11/2018	1,782.34
Defibrillator	St Lukes	26/02/2019	1,315.20
Cupboard	Parish Office	22/10/2018	280.00
Hedge trimmer	Environment	10/05/2018	476.58
2 Gazebos	Environment	11/05/2018	359.90
3 removeable bollards	Environment	22/10/2018	945.00
World War I memorial bench	Environment	31/10/2018	809.50
Speed signs	Environment	29/11/2018	2,110.31
Traffic Control	Environment	25/01/2019	4,924.06
Office chairs	Parish Office	31/10/2019	623.00
Gazebo for fun day	Community Centre	25/04/2019	137.50
20 tables	Community Centre	03/04/2019	685.00
Platform steps	Community Centre	14/05/2019	146.53
CCTV system 2 new cameras and box	Community Centre	25/06/2019	1,420.00
Slimline fridge	Community Centre	06/08/2019	129.00
LEC fridge	Community Centre	20/09/2019	166.00
Bar shutters	Community Centre	30/09/2019	2,600.00
Flag	Environment	07/10/2019	2,089.80
Timken Art	Environment	01/04/2019	1.00
Wicksteed Rainbow slide	Environment	10/06/2019	2,796.00
Wicksteed Zig Zag twister	Environment	10/06/2019	2,435.00
Wicksteed St Lukes play equip	Environment	29/08/2019	15,840.78
Wicksteed Mendip Road	Environment	29/08/2019	18,384.70
Wicksteed Grafton	Environment	31/10/2019	14,542.15
Bins	Environment	08/08/2019	194.95
Bee & Butterfly seat	Environment	04/09/2019	1,726.00
Greenlea seat	Environment	12/09/2019	460.00
Bins	Environment	17/09/2019	558.90
Gates at community centre	Environment	17/09/2019	980.00
Traffic cones and parking signs	St Lukes	10/03/2020	404.80
Room wall guards	Community Centre	07/04/2020	2,740.58
Baca key cabinet	Community Centre	18/05/2020	74.04
Abbott Signs - new signs	Community Centre	03/07/2020	959.48
Nisbets bins	Community Centre	08/07/2020	324.95
Addison - perspex screen	Community Centre	09/07/2020	125.00
SSS - security camera	Community Centre	27/08/2020	345.00
Argos - TV	Community Centre	11/08/2020	166.65
Argos - TV bracket	Community Centre	11/08/2020	161.72
ESPO notice boards	Community Centre	03/09/2020	210.00
Abbott Signs - new internal signs	Community Centre	15/12/2020	675.24
The Works loop system	Community Centre	17/12/2020	188.98
The Works PDA loop system	Community Centre	17/12/2020	346.47
PB Electrical Floodlight for rear exit	Community Centre	14/01/2021	130.00
The Works - signet amplifier	Community Centre	14/01/2021	1,099.41
Abbott Signs - signs for doors	Community Centre	23/03/2021	234.77
Zephyr - St George Flag	Environment	28/04/2020	214.90
Community Heartbeat defibrillators	Environment	15/05/2020	5,895.00
Community Heartbeat emergency phones	Environment	01/09/2020	1,090.00
Community Heartbeat signs	Environment	29/09/2020	205.00
Abbott Signs - signs	Environment	02/11/2020	494.68
Abbot Signs - remembrance day display	Events	15/12/2020	435.66
Dell - computer dock	Administration	01/09/2020	940.98
Dell Sleeve and monitor	Administration	01/09/2020	236.18
Dell - 6 computers (Latitude)	Administration	01/09/2020	4,574.22
Broxap - 2 bins	Environment	24/06/2020	584.90
Community Centre Pendle Road, buildings			1,176,287.72
Duston Leisure Centre, buildings			1,803,188.50
St. Lukes Centre, buildings			990,106.88
Land at Pendle Road (bin store and strip of land)			1.00
Errington Park			1.00
Grafton Way Park			1.00
Mendip Park			1.00
Melbourne Lane Open Space			1.00
TOTAL ASSET VALUE Box 9			4,338,523.26

APPENDIX N

ASSETS @ 31/03/2021

	Location	Date acquired	Amount £
MEMO:			
Asset additions 2021			
Room wall guards	Community Centre	07/04/2020	2,740.58
Baca key cabinet	Community Centre	18/05/2020	74.04
Abbott Signs - new signs	Community Centre	03/07/2020	959.48
Nisbets bins	Community Centre	08/07/2020	324.95
Addison - perspex screen	Community Centre	09/07/2020	125.00
SSS - security camera	Community Centre	27/08/2020	345.00
Argos - TV	Community Centre	11/08/2020	166.65
Argos - TV bracket	Community Centre	11/08/2020	161.72
ESPO notice boards	Community Centre	03/09/2020	210.00
Abbott Signs - new internal signs	Community Centre	15/12/2020	675.24
The Works loop system	Community Centre	17/12/2020	188.98
The Works PDA loop system	Community Centre	17/12/2020	346.47
PB Electrical Floodlight for rear exit	Community Centre	14/01/2021	130.00
The Works - signet amplifier	Community Centre	14/01/2021	1,099.41
Abbott Signs - signs for doors	Community Centre	23/03/2021	234.77
Zephyr - St George Flag	Environment	28/04/2020	214.90
Community Heartbeat defibrillators	Environment	15/05/2020	5,895.00
Community Heartbeat emergency phones	Environment	01/09/2020	1,090.00
Community Heartbeat signs	Environment	29/09/2020	205.00
Abbott Signs - signs	Environment	02/11/2020	494.68
Abbot Signs - remembrance day display	Events	15/12/2020	435.66
Dell - computer dock	Administration	01/09/2020	940.98
Dell Sleeve and monitor	Administration	01/09/2020	236.18
Dell - 6 computers (Latitude)	Administration	01/09/2020	4,574.22
Broxap - 2 bins	Environment	24/06/2020	584.90
Land at Pendle Road (bin store and strip of land)			1.00
Errington Park			1.00
Grafton Way Park			1.00
Mendip Park			1.00
Melbourne Lane Open Space			1.00
			22,458.81

Reconciliation	£	
B fwd 1.4.20	4,316,064.45	
Additions	22,458.81	
Disposal	0.00	
Total at 31.3.21	<u>4,338,523.26</u>	As above



DUSTON PARISH COUNCIL

STANDING ORDERS

including Committee Terms of Reference & Scheme of Delegation

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.

Reviewed and Adopted: 18/01/2018

Reviewed and Adopted: 06/12/2018

CONTENTS

Definitions	3
Rules of debate at meetings	4
Disorderly conduct at meetings	6
Meetings generally	6
Committees and sub-committees	9
Full council meetings	10
Extraordinary meetings of the council, committees and sub-committees	13
Previous resolutions	14
Voting on appointments	14
Motions for a meeting that require written notice to be given to the Proper officer	14
Motions at a meeting that do not require written notice	15
Management of information	16
Draft minutes	16
Code of conduct and dispensations	18
Proper officer	19
Responsible Financial Officer	21
Accounts and accounting statements	21
Financial controls and procurement	22
Handling staff matters	23
Responsibilities to provide information	24
Responsibilities under data protection legislation	24
Relations with the press/media	25
Execution and sealing of legal deeds	25
Communicating with West Northamptonshire councillors	26
Restrictions on councillor activities	26
Standing orders generally	26
Terms of Reference & Scheme of delegation	27
Frequently Asked Questioned	31

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.

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. Such a request shall be made before moving on to the next item of business on the agenda.**

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 and vice-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 4.5 the Council will have ~~two~~ **three** Standing Committees;

4.5.1 Planning ~~and Environment~~ Committee

4.5.2 Engagement and Wellbeing Committee

4.5.3 Environment 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.

4.7 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.

4.8 The Chairman of the Council shall be an ex-officio member of each standing committee and have full voting rights.

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. 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 standing committees – including any required under the disciplinary procedure and the Parish Clerk's appraisal Committee;

- Planning and Environment Committee

- Engagement and Wellbeing Committee

8) Appointment of any new committees in accordance with standing order 4;

9) Review and adoption of appropriate standing orders and financial regulations

10) Review of representation on or work with external bodies and arrangements for reporting back;

~~11) 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;~~

11) Review of the Council's and/or staff subscriptions to other bodies;

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

- 13) To conduct any other business appropriate for the Annual Council Meeting.

Order of Business for Ordinary Council 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 ~~and Environment~~ Committee
 Engagement and Wellbeing Committee
 Environment Committee

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].

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 five 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.**

-
-
-

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~~ **they have** been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which ~~he has~~ **they have** a disclosable pecuniary interest. ~~He~~ **They** may return to the meeting after it has considered the matter in which ~~he~~ **they** 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 3 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 4 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

13.6 5 A dispensation request shall confirm:

13.6 5.1 the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

13.6-5.2 whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

13.6 5.3 the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

13.6-5.4 an explanation as to why the dispensation is sought.

13.7 6 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 7 A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:

13.8.7 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;

13.8.7 2 granting the dispensation is in the interests of persons living in the Council's area; or

13.8.7 3 it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

14.1 Upon notification by West Northamptonshire 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 West Northamptonshire 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;

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

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

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

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

15.2.6 hold acceptance of office forms from councillors;

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

15.2.8 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;

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

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

15.2.11 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);

15.2.12 arrange for legal deeds to be executed;

see also standing order 23.

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

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

15.2.15 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 and Environment 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.

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

15.3.17 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.

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

18.3 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).

18.4 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:

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

18.4.2 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;

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

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

18.4.5 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.

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

18.6 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services 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.

18.7 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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 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, this shall be reported to the Vice-Chairman 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.

20.2 [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 for 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.

21.6 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 WEST NORTHAMPTONSHIRE 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 West Northamptonshire Council representing the area of the Council.

24.2 Unless the Council determines otherwise, a copy of each letter sent to West Northamptonshire Council shall be sent to the ward councillor(s) representing the area of the 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

1. Planning ~~and Environment~~ Committee

Membership: The Committee comprises of no more ~~6~~ 5 councillors. The quorum for the Committee shall be no less than 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 of the Committee. The Chairman and Vice Chairman may be appointed by Full Council.~~

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: ~~Schedule to be agreed by Annual Council, and then as~~ As considered necessary by the Chairman and Clerk.

Power to Spend: To spend within the budget as allocated to the Planning ~~and Environment~~ Committee by Full Council.

Delegated Responsibilities:

a) Make observations on behalf of the Parish Council on planning applications and development plans within Duston, Northampton and West Northamptonshire, 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 and Rights of Way 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 and Environment Committee.
- g) To make recommendations to Full Council on the following:
- h) In respect of representations to ~~Northampton Borough Council~~ ~~West Northamptonshire 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) To consider management of trees, green spaces, playgrounds and parks as applicable to the parish council.~~
- ~~k) To oversee the war memorial.~~

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 and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.

2.Engagement and Wellbeing Committee:

Membership: The Committee comprises no more than ~~6~~ 5 councillors. The quorum for the Committee shall be no less than 3 councillors. Membership of the Committee shall be decided by Full Council.

Chairman & Vice-Chairman: The Chairman and Vice Chairman ~~shall~~ may be appointed by Full Council.

Voting: Voting will be by a majority vote. In the case of an equal vote the committee Chairman shall have the casting vote.

Meetings: ~~Schedule to be agreed by Annual Council, and then as~~ As considered necessary by the Chairman and Clerk.

Delegated Responsibilities:

- a) To consider engagement, wellbeing and events.
- b) To consider the social and economic wellbeing and development of the parish.
- c) To make recommendations to Council on the formulation of policy, as necessary, in relation to the Committee's role.
- d) To discharge all other aspects of its role and functions in accordance with relevant legislation, council policies and decisions of Full Council.

The committee shall have the power to recommend to Council the establishment of working parties as required to fulfil its role. Any working parties would be subject to the normal rules set out in the Council's Standing Orders and would report to the committee.

3. Environment Committee

Membership: The Committee comprises of no more 5 councillors. The quorum for the Committee shall be no less than 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

Chairman & Vice-Chairman: The Chairman and Vice Chairman may be appointed by Full Council.

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 considered necessary by the Chairman and Clerk.

Delegated Responsibilities:

- a) To advise Council on the management and maintenance of trees, green spaces, playgrounds and parks in the parish.
- b) To oversee maintenance of the war memorial.
- c) To monitor and advise Council on all matters relating to the public realm and open spaces in the parish.

- d) To make recommendations to Council on the formulation of policy, as necessary, in relation to the Committee's role.
- e) To discharge all other aspects of its role and functions in accordance with relevant legislation, council policies and decisions of Full Council.

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 and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.

3.4. Personal Sub-Committee

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

Meetings: When deemed necessary by resolution of full 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.

4.5. 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).

5.6. Scheme of Delegation to The Clerk

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 **all Council and Planning Committee resolutions. ~~Committee or sub-Committee resolution;~~**
5. Deal with day to day matters in relation to all the Council's functions, assets 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.

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 the Chairman (or Vice-Chairman in their absence).

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.



DUSTON PARISH COUNCIL

FINANCIAL REGULATIONS

Reviewed by Finance and General Purposes Committee 5th April 2018

Adopted by Full Council 19th April 2018

Reviewed by Finance and General Purposes Committee 29th November 2018

Adopted by Full Council 6th December 2018 (amended 6th June 2019).

INDEX

General	3
Accounting and audit (internal and external)	5
Annual estimates (budget) and forward planning	6
Budgetary control and authority to spend	6
Banking arrangements and authorisation of payments	7
Instructions for the making of payments	9
Payment of salaries	11
Loans and investments	12
Income	12
Orders for work, goods and services	13
Contracts	13
Payments under contracts for building or other construction works	15
Stores and equipment	15
Assets, properties and estates	15
Insurance	16
Risk management	16
Suspension and revision of Financial Regulations	16

1. General

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

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

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

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

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

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

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

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

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

1.9. The RFO;

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

- produces financial management information as required by the council.

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

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £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

- has no involvement in the financial decision making, management or control of the council

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

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

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

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

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

3. Annual estimates (budget) and forward planning

3.1 The RFO must each year, by no later than 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 council.

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

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

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

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised by the RFO 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.

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 Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £15,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 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 council. The council shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the council. 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 council meeting.

5.5. The RFO shall have delegated authority to approve the immediate 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 RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

c) fund transfers within the councils banking arrangements up to the sum of £75,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

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

5.8. In respect of grants a duly authorised 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 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 approve 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 approval under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council 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. Payment made by cheque shall be reported to the council at the next convenient meeting.

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

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of

the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. 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 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 RFO and Deputy Clerk. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the RFO and Deputy Clerk and will also be restricted to a single transaction maximum value of £2000 unless authorised by council 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 council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and Deputy Clerk 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 to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

a) The RFO shall maintain a petty cash float of £250 and facilities float of £150 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received 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 a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

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

b) by the internal auditor;

c) by the external auditor; or

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

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

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

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

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

8. Loans and investments

8.1. All borrowings shall be affected 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.

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

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

9. Income

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

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

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

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.

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

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

ii. for specialist services such as are provided by legal professionals acting in disputes;

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 RFO shall act after consultation with the Chairman and Vice Chairman of council); and

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

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹

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)².

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 RFO 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 RFO in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders,³ 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 RFO shall obtain 3 quotations (priced descriptions of the proposed

¹ 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

² Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

³ Based on NALC's Model Standing Order 18d ©NALC 2018

supply); where the value is below £10,000 and above £500 the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

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

12. Payments under contracts for building or other construction works

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

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 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 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 RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

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 RFO 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
Duston Community Centre
Pendle Road
Duston
Northampton
NN5 6DT

Full Council

Date: 3rd June 2021

Agenda Item: 28. Adoption of Right of Way at Rose Villa Farm and Footpath at Main Road/Alfred Knight Close

1. Purpose

1.1 To agree the adoption of the Right of Way at Rose Villa Farm and the footpath between Main Road, Timken Way South and Alfred Knight Close.

2. Background

2.1 On August 20th 2020 Council decided to proceed with adoption of the old Gatehouse at Rose Villa Farm and the Timken Gates on Main Road. This is still being progressed with the solicitors.

2.2 On 4th March 2021 Council resolved to the following -

- In principle to adopt both the footpath and Right of Way and enter into discussions with David Wilson Homes.
- To see if it is also possible to obtain the Public Open Space adjacent to the footpath.
- Council resolved to give final approval at a future meeting once negotiations are complete.

2.3 In addition, Council also expressed a view that they did not want these items being given to a management company where the residents could potentially pay higher fees. Council said at a meeting on 20th January 2021 that it wished to help the Timken residents whenever possible.

2.4 As previously stated both the Right of Way and the footpath will not be adopted by West Northamptonshire Highways. It was never the intention of Highways to adopt them.

3. Issues

3.1 Following negotiations over the last few weeks David Wilson Homes have agreed to:

- Pay Duston Parish Council's legal fees associated with this transfer.
- Completely resurface the right of way at Rose Villa Farm. Duston Parish Council needs to decide whether to keep in the gate railings in the road as a heritage feature or have them completely removed.
- Repair and clean up the footpath between Main Road, Alfred Knight Close and Timken Way South.

3.2 The Public Open Space (POS) adjacent to the footpath has transferred to the appropriate estate management company is therefore not in the gift of the developer to hand over. This could however be pursued at a later date.

3.3 Since Highways will not be adopting the footpath David Wilson Homes have also asked Duston Parish Council to adopt the three streetlights. Again, West Northamptonshire Highways have confirmed they will not adopt these 3 lampposts. David Wilson Homes would ensure the three lampposts are in good working order prior to any transfer.

4. Finance

4.1 Legal fees will be paid and both the right of way and footpath repaired. There will not be any associated costs for the short to medium term.

4.2 Both of these are in close proximity to assets that Duston Parish Council owns or is soon to own such as St Luke's Centre, POS at 'Duston Gardens', Timken Gates and the Gate House. Therefore the right of way and footpath can be monitored at the same time.

4.3 In future years Council will budget for ongoing maintenance costs.

5. Recommendations

5.1 Council to agree to proceed with the transfer and adoption of the Right of Way access and footpath with lampposts on the following terms -

- a) All legal fees associated with transfer are paid for by the developer.
- b) The Right of Way access at Rose Villa Farm is resurfaced. Council to decide whether to keep the former gate railing in the ground as a heritage feature or not.
- c) Repair any broken slabs and clean the footpath.
- d) Ensure the three lampposts are in good condition and in working order.

