

**DUSTON PARISH COUNCIL**

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

FULL COUNCIL13th May 2022

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 19th May 2022 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA**01/22. Election of Chair of Duston Parish Council**

- To elect a Chair of the Council for ensuing municipal year 2022/23

02/22. Declaration of Acceptance of Office

- To receive Declaration of Acceptance of Office

03/22. Election of Vice Chair of Duston Parish Council

- To elect a Vice Chair of the Council for the ensuing municipal year 2022/23

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

04/22. To receive apologies for absence

05/22. To receive and approve the minutes of the meeting held on 7th April 2022 (APPENDIX A)

06/22. 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*).

07/22. Public Participation Session (*Persons wishing to address Council may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes*).

08/22. To Review and Adopt the Following Policies

- Standing Orders & Scheme of Delegation (APPENDIX B)
- Financial Regulations (APPENDIX C)
- Councillor Code of Conduct (APPENDIX D)

09/22. Appointment of Standing Committees

- To elect members of each Standing Committee as per Standing Orders & Scheme of Delegation

10/22. Annual Calendar of Meetings

- To approve the meeting schedule for 2022/23 (APPENDIX E)

11/22. Internal Controls Councillor

- To elect an Internal Controls Councillor for 2022/23
- Approve the Internal Councillor Control Checklist (APPENDIX F)

12/22. NCALC Police Liaison Representative

- To elect a Police Liaison Representative for 2022/23

13/22. Subscriptions

- NCALC (including fee for Internal Auditor and Data Protection Officer)
- Northants ACRE
- Society of Local Council Clerks (SLCC)

14/22. Bank Reconciliations

- To approve bank reconciliations for March 2022 (APPENDIX G)

15/22. Payment of Invoices

- To note invoice payments for March 2022 (APPENDIX H)

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16/22. Duston Swimming Pool Feasibility Study

- To consider the proposal for feasibility study by NLT for a swimming pool at Duston Sports Centre (APPENDIX I)

17/22. Exclusion of Press and Public

In view of the confidential nature of the following item, which relates to the business matters of other individuals and organisation, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (admission to meetings) Act 1960 as amended by the Local Government Act 1972.

- To consider Duston Sports Centre lease with Northampton Leisure Trust (APPENDIX J)



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FULL COUNCIL

MINUTES 7th April 2022 7pm

CHAIRMAN:

Councillor Bottwood, in the Chair

PRESENT:

Ennis-Clark, Maitland, Hinch, Enright-King, Barnes, Ingram, Liddon, Golby

IN ATTENDANCE:

Gary Youens – Parish Clerk

Alison Grantham – Business & Community Development Manager

186/22. To receive apologies for absence

- Cllr Roper, Stonehouse, Mumford

**187/22. To receive and approve the minutes of the meeting held on 3rd March 2022
(APPENDIX A)**

- **RESOLVED:** The minutes of the meeting held on 3rd March 2022 were approved as a true record of the meeting.

188/22. To receive declarations of interest under the Council's Code of Conduct

- There were no declarations of interest

189/22. Public Participation Session

- There were no speakers from the public.

190/22. Presentation from Northampton Leisure Trust (NLT) on Duston Sports Centre

- John Fletcher and Lawrence Kay from gave presentation on current activities and future proposals for Duston Sports Centre. It was highlighted their health and well-being work. NLT caters for all sections of community from the very young to the old. Good partnerships have been fostered with local stakeholders such as Duston Tennis Club and St Luke's Surgery.
- Future proposals include a swimming pool which would be a 20 – 25 metre single depth swimming pool. A feasibility study would need to be conducted in the first instance and this would take approximately three months to complete.
- If a parish councillor wants a tour of the facilities of Duston Sports Centre then please get in touch.

191/22. Bank Reconciliations

- **RESOLVED:** To approve the bank reconciliations for February 2022 (APPENDIX B)

192/22. Payment of Invoices

- **RESOLVED:** To note invoice payments for February 2022 (APPENDIX E)

193/22. Duston Parish Council Events

- **RESOLVED:**
 - a) To note the report on the benefits / costs of the events programme
 - b) To note the verbal report from the Business Community Development Manager

194/22. Committee Updates

- **RESOLVED:**
 - a) To note the report in the form of minutes of the Environment Committee (APPENDIX H).

195/22. Committee Proposals and Recommendations

- **RESOLVED:** To approve the following Environment Committee recommendations
 - a) Purchase 40 Glow in the Dark A3 anti-dog fouling corex signs.
 - b) Declare a climate emergency:

Duston Parish Council notes that climate change is one of the biggest challenges facing our world and recognises that we need to protect our local area, one of

natural beauty and heritage, and secure a sustainable, healthy and prosperous environment for current and future generations to continue to enjoy.

- c) To place a bench by bus stop opposite Timken Way South subject from permission from Highways or a private land owner.
 - d) To install a litter bin in the Quarry Road shops area as there isn't one. This would be subject in getting permission from Highways.
 - e) In principle agree to register village green status for Errington Park, Mendip Park, Graton Way and Melbourne Lane Open Space. Clerk to report back to the Environment Committee on process and costs.
 - f) Replace the bench in the old village centre adjacent to phone box. Clerk to consult with the Environment Committee.
 - g) A seat in the Limehurst area subject to permission from Highways or a private landowner. Clerk to consult with the Environment Committee.
 - h) Plant a tree in Errington Park and Mendip Park. Clerk to consult with the Environment Committee.
- **RESOLVED:** To approve the following Engagement & Wellbeing Working Party recommendations:
 - i) To go ahead with 8 month trial period with NLT for a Youth Provision (APPENDIX G). Group 1 is Years 6 & 7. Group 2 is Years 8, 9, 10.
 - j) To note the working party progress on looking at The Grow Together Allotment. In the future "Men In Sheds" can be explored.

196/22. Grant Application

- **RESOLVED;** To grant £600 to Duston Garden Club for their application.

Council agreed by resolution to suspend Standing Orders and allow for the meeting to continue for another 30 minutes

197/22. Draft Scheme of Delegation

- **RESOLVED:** To defer to the next meeting.

198/22. A Four Year Plan Objective

- In the four year plan it was agreed that the area outside the Library should be paved as it looks untidy and in the winter months it gets muddy. The land is owned by WNC and there is currently no intention on their part to resurface this area.

- **RESOLVED:** Clerk to circulate the three quotes to Councillors and Council to consider it sometime in the future.

199/22. New Litter Bin

- **RESOLVED:** To defer item to the next ordinary meeting.

200/22. CIL for Duston

- **RESOLVED:** To submit a Freedom of Information request to West Northamptonshire Council on all CIL owed to Duston since 1st April 2016.

The meeting ended at 9:26pm

DRAFT



DUSTON PARISH COUNCIL

STANDING ORDERS & 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.

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1. **RULES OF DEBATE AT MEETINGS**

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

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or**

mourning.

- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda or on an issue that directly relates to the civil parish of Duston.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as**

the meeting takes place or later to persons not present.

- **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- **p The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- **q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- **r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

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

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

- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- v **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.**
- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- x **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.
- y A meeting shall not exceed a period of 2 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
 - vi. may, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the

meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee or a sub-committee.
- e. Order of business of standing committees will usually be conducted in the following order:
- 1) To receive apologies
 - 2) The Chairman, Vice-Chairman or Councillor presiding shall sign the approved minutes
 - 3) To receive disclosures of interest by Councillors on items on the agenda
 - 4) Public Participation Session
 - 5) Business deferred from previous meeting
 - 6) To receive and consider reports from officers of the Council;
 - 7) Any other business specified on the agenda.

5. FULL COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. In a year where there is no election the Annual Meeting of the Council will be the third Thursday of May.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is**

- one) of the Council.
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
 - g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
 - h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
 - i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
 - j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Council Order of Business
 - Annual Council Meeting*
 - 1) Election of Chairman
 - 2) To receive the Chairman's acceptance of office
 - 3) Election of Vice-Chairman
 - 4) To receive apologies for absence

- 5) To receive disclosures of interest by Councillors under Duston Parish Council's code of conduct.
- 6) Public Participation Session
- 7) Confirmation of the accuracy of the minutes of the last meeting of the Council. Signed by the Chairman, Vice-Chairman or Councillor presiding;
- 8) 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;
- 9) Review and adopt Standing Orders & Scheme of Delegation, Financial Regulations and Code of Conduct
- 10) Appointment of Standing Committees as per scheme of delegation
- 11) Appointment and report back of outside bodies
- 12) Review of Council / staff subscriptions to other bodies
- 13) Council meeting cycle
- 14) Any other Council business

Ordinary Council Meeting

- 1) To receive apologies for absence
- 2) Confirmation of the accuracy of the minutes of the last meeting of the Council. Signed by the Chairman, Vice-Chairman or Councillor presiding
- 3) To receive disclosures of interest by Councillors under Duston Parish Council's code of conduct.
- 4) Public Participation Session
- 5) To deal with business expressly required by statute
- 6) To receive and consider reports and recommendations from Standing Committees.

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

All Committee 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.

- 7) To receive and consider recommendations from working parties
- 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 on the agenda

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

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

- a 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.
- b When a motion moved pursuant to standing order 7(a) has been

disposed of, no similar motion may be moved for a further six months.

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. **DRAFT MINUTES**

- Full Council meetings •
- Committee meetings •
- Sub-committee meetings •

- a **If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.**
- b **There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).**

- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by 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.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by 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**

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

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

days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the

Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee the Council within three 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.

- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23*).

See also Scheme of Delegation.

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

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

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

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for

fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council**

must comply with procurement rules. NALC's procurement guidance contains further details.

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or Committee or Sub-committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the 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.
- c 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 Disciplinary and Grievance Panel.
- d 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.
- e 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.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(e).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[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.

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

22. RELATIONS WITH THE PRESS/MEDIA

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. *See Communications Policy.*

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

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

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

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

24. **COMMUNICATING WITH WEST NORTHAMPTONSHIRE COUNCILLORS**

- a 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.
- b 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**

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

26. STANDING ORDERS GENERALLY

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

SCHEME OF DELEGATION

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. Therefore an individual councillor cannot issue an instruction to the Clerk or a contractor.

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.

All delegated powers and duties shall be exercised and performed on behalf of and in the name of Duston Parish Council.

Matters Reserved for Full Council

Membership: All 12 Councillors

Quorum: 4 Councillors

The following are reserved matters for the Council (not exhaustive).

GOVERNANCE

Appointment of the Chairman and Vice-Chairman of Duston Parish Council.

Approve or amend Standing Orders (including scheme of delegation), Financial Regulations, Member Code of Conduct and other written corporate policies.

Filling of Council vacancies through co-option if a by-election has not been called.

Approve membership of Standing Committees and Sub-Committees. Filling of vacancies occurring on any Committee or Sub-Committee of the Council during the municipal year.

Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence.

Appointing representatives to outside bodies.

Making, amending, revoking, re-enacting or adopting by-laws.

Appointment of the Clerk and RFO.

Full Council retains the right to determine (and to reserve to itself) any issue which is within its powers and duties as a parish council, including those which are (within these terms of reference and from time to time) delegated to its committees and officers, by simple resolution.

Any other matters not delegated to a standing committee or referred to Full Council by standing committees.

Approving and amending the Council's Strategic Plan and Priorities

Matters of principle or policy. This could arise by:

- a. on matters of major importance which have not previously been before the Council; or
- b. matters which have arisen in other Committees or Sub-committees but which cannot be resolved by them in the absence of settled Council policy; or
- c. in cases of doubt where a major policy is involved, the Chairman of the Council or the Chairman of any other Committee or Sub-committee, or in their absence the appropriate Vice-Chairman may, before a decision is taken by the committee or sub-committee, state that a matter is referred to Council.

Cessation of any Council service.

Annual Council Meetings Cycle.

FINANCE

Approval of annual council budget and precept including fees and charges.

Authorising borrowing & capital projects.

Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement.

Appointment of the Internal Auditor.

Receiving both the Internal and External Auditor Reports.

Appointment of Internal Controls Councillor and receiving their reports.

Oversight of Payments and Bank Reconciliations.

Banking Arrangements.

The incurring of expenditure for which no provision or insufficient provision has been made.

ASSETS

Approve on annual basis the Asset Register.

Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).

STAFFING

To approve the staffing structure & salary bands.

To approve staff terms and conditions of employment and any alterations.

OTHERS

Approval of Grant Applications.

Authorising any proposed alterations to the Duston Neighbourhood Plan.

Standing Committees

All Committees operate within budgetary and policy framework set by Council.

Planning Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

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

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

Delegated the following responsibilities:

1. To make observations / comments to West Northamptonshire Council on the following Planning issues
 - a) Planning applications in Duston and on the fringe of the Parish.
 - b) Planning policies and detailed local plans appropriate to the civil parish of Duston.
 - c) On planning appeals and matters relating thereto.
 - d) Street Naming.
 - e) Tree Preservation Orders (TPOs)
 - f) Listed building consents
 - g) Duston Conservation Area
2. To review and monitor Local Planning Documents (e.g. Duston Neighbourhood Plan & West Northamptonshire Strategic Plan) and make any observations / comments as appropriate.
3. Make recommendations to Council regarding any changes to the Duston Neighbourhood Plan.
4. To make observations / comments to West Northamptonshire Council Highways on the following:
 - a) The creation, diversion and closure of public rights of way (including Bridleways).
 - b) Traffic Regulation Orders (TROs).
 - c) Traffic management matters.
5. To make observations / comments on all matters in relation to public transport.
6. The power to establish working parties within its terms of reference. Does not have the power to set up a Sub-Committee.
7. Any issue referred to it by Council.

Community Services Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Environment Committee

Membership: A maximum of 6 councillors. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

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

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Environmental Committee will review, monitor and make recommendations to Council on the following:

- a) The overall management of DPC owned trees, green spaces, playgrounds, streetlights and parks (Mendip Park, Errington Park, Melbourne Lane Open Space, St Luke's Field, Grafton Way Park and Public Open Spaces adjacent to Telstar Way).
- b) Matters relating to non-DPC owned trees, green spaces, playgrounds, streetlights and parks within the Parish including allotments, St Lukes Churchyard and Duston cemetery.
- c) Street furniture such as seating, litter bins, noticeboards, clocks & bus shelters. This includes the purchase of additional or replacement street furniture.
- d) Maintenance and upkeep of the war Memorial.
- e) Maintenance and upkeep of Timken Artwork.
- f) Maintenance and upkeep of Timken Gates and Rosevilla Hut.
- g) Reducing litter and fly-tipping in Duston.
- h) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
- i) How DPC and the wider Parish can help play its part in confronting climate change. Also advising Council and other Committees on Climate Change issues.
- j) Improving and maintaining biodiversity in Duston.

Specific Delegated Responsibilities:

2. Minor improvements to DPC owned Parks and Open Spaces (Mendip Park, Errington Park, Melbourne Lane Open Space, St Luke's Field, Grafton Way Park and Public Open Spaces adjacent to Telstar Way).

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

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

Meetings:

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Community Services Committee will review, monitor and make recommendations to Council on the following:
 - a) DPC community engagement, public consultations and communications.
 - b) DPC community events programme.
 - c) Supporting local community projects not directly run and overseen by DPC.
 - d) Delivering improved health, social and other wellbeing outcomes for the residents of Duston which includes working in partnership with other organisations.
 - e) Any community services provided by DPC (e.g. youth provision, older people).
 - f) Developing and promoting economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
 - g) Promoting Duston based services and local voluntary / community sector.
 - h) Communications Policy and Grant Policy.

Specific Delegated Responsibilities:

2. To directly liaise with the local stakeholders regarding the development of community services and amenities.
3. Civic issues that directly relate to Duston Parish Council.
4. Oversee the Annual Parish Meeting.
5. Oversee the management of the three community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road).
6. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
7. Any issue referred to it by Council.

3. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
4. Oversee the usage and operation of the Vehicle Activated Signs (VAS) within Duston.
5. Oversee general signage use relating to the Environment (such as anti-littering, dog fouling, pollution, crime and speeding).
6. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
7. Any issue referred to it by Council.

Resources & General Purposes Committee

Membership: A maximum of 6 councillors one of which must be the Chair of Duston Parish Council. Councillors are elected and removed by Council.

Quorum: No less than 3 councillors.

Chair & Vice-Chair: To be elected at the first meeting of the Committee for the municipal year. The Chair or Vice-Chair will report back to Council.

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

Meetings: Usually Quarterly

- a) Determined by Council.
- b) As considered necessary by the Chair and/or Clerk.

The Committee has the following responsibilities:

1. The Committee will review, monitor and make recommendations to Council on the following:

CORPORATE.

- a) The general administration of Duston Parish Council.
- b) Officer and Member training and development.
- c) Contracts and Tendering. In the case of
 - Environment contracts (e.g. grass cutting and horticultural works). Consult with the Environment Committee prior to making any recommendations to Council.
 - Community Services contracts (e.g. Youth provision & Duston Sports Centre). Consult with the Community Services Committee prior to making any recommendations to Council.
- d) Potential delegation of services to the Parish Council from West Northamptonshire Council.
- e) Disposal or acquisition of any property and land.

BUILDING FACILITIES.

- f) The operational running and maintenance of Duston Community Centre and St Luke's Centre.
- g) Fees, terms & conditions of hire at St Luke's Centre & Duston Community Centre.

STAFFING.

- h) The staffing structure including salary remuneration (pay banding).
- i) Matters relating to employees of the Council in their conditions of service, welfare and safety.
- j) Proposing and amending HR policies.

FINANCE.

- k) Financial Regulations.
- l) Maintaining adequate general reserves, in line with audit regulations, and allocation of earmarked reserves for specific purposes.
- m) In year virements between approved budget headings.

Specific Delegated Responsibilities:

2. To monitor the council's income and expenditure against actual budget.
3. To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.
4. To receive any proposals from Committees, in respect of expenditure for the following financial year, as part of the Council's budget setting process.
5. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations.
6. In year monitoring of the Corporate Risk Register with the Clerk/RFO.
7. To ensure the Council is adequately insured (e.g. buildings & other property).
8. To consider any appeal against a decision in respect of pay.
9. To authorize attendance at conferences and other powers contained in Section 175 of the Local Government Act 1972.
10. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
11. Any issue referred to it by Council.

HR Sub-Committee

Membership: 3 Councillors. The Chair of Council, Vice-Chair of Council and one other councillor nominated by Council. They decide amongst themselves by voting who will be Chair.

Meetings: At least once a year.

- To oversee the Clerk / RFO
- Clerk Appraisal
- To act as the Disciplinary & Grievance Panel if necessary

Other Committees

Disciplinary & Grievance Panel

To deal with matters arising from the Council's disciplinary and grievance procedures. It will consist of 3 members appointed by Council and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council.

Appeals Panel

To deal with Appeals arising from the Council's disciplinary and grievance procedures. It will consist of 3 members appointed by Council and they decide amongst themselves by voting who will be Chair. This is a sub-committee of Council. The members involved cannot be involved in the original hearings or investigation.

Working Parties

A Working Party must follow the course for which it was convened and there is to be no transfer of delegated powers from the Committee from which it was formed otherwise the Council acts unlawfully.

The Working Party shall not issue instructions to any officer if, in the opinion of the officer, it is likely to incur expenses or use excessive time without prior authority of the Committee

Membership of the Working Party is to be decided at creation of the group when the need is identified for such an action.

Membership need not be confined to Members of the Council, nor to the parent committee, members may be drawn from volunteers or specialist areas.

The Working Party shall advise and make recommendations to the Council or Committee from which it was formed.

The Working Party may meet without the need to give public notice.

Delegation To Parish Clerk / RFO

LEGAL

The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.

The Proper Officer shall be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders
To retain a copy of every Councillors Register of Interests

To deal with dispensation requests from Members of the Council

Power to take appropriate steps to ensure the Council does not exceed its powers

RESPONSIBLE FINANCIAL OFFICER

Carry out "Section 151" functions

Responsible for all financial records of the Council

The careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.

Ensure the approved precept is issued to West Northamptonshire Council.

Power to release any financial related report or document to the Council or its committees in discharge of the RFO responsibilities.

MANAGEMENT

The Clerk may authorise another officer or officers of the Council to exercise the powers of the Clerk in his/her absence, without removing the overall responsibility of the Clerk for any such decisions.

Manage and recruitment of all employees of the Council and have the authority to take disciplinary action under agreed procedures.

Arrange and call meetings of the Council, its Committees and sub-Committees in consultation with the relevant Chair and Vice-Chair.

Manage the implementation all Council, Committee or sub-Committee resolutions.

Deal with day to day matters in relation to all the Council's functions, assets, events and leases, in accordance with policies and decisions of the Council or relevant Committee.

Authorise operational spending within agreed budgets approved by Council (as per Financial Regulations).

To act as the Council's designated officer for the purposes of the Freedom of Information Act 2000.

Make adequate and effective arrangements to pay salaries and wages to all employees of the Council;

Maintain adequate and effective personnel records.

Negotiating the terms of any lease, licence conveyance or transfer of land or property

The granting or refusal of the Council's consent under the terms of any lease Take, discontinue and/or appear in any legal action authorised by the Council.

The Parish Clerk / RFO will exercise these powers in accordance with:

Approved budgets

The Council's Standing Orders and Financial Regulations

The Council's adopted policy framework and procedures

All statutory common law and contractual requirements.

The Parish Clerk may:

Take urgent decisions on behalf of the Council in consultation with the Chair of the Council (or Vice-Chair in their absence) as per Standing Orders & Financial Regulations.

Terms of Reference & Scheme of Delegations

1.Planning 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.~~

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

~~Delegated Responsibilities:~~

~~a) Make observations on behalf of the Parish Council on planning applications and development plans within Duston, 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 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.~~

~~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 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 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: 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.~~

~~4. HR Sub-Committee~~

~~Membership: The Committee shall consist of no less than 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.~~

~~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).~~

~~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 Council and Planning Committee resolutions.~~
- ~~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

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1. General

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

6.23. If thought appropriate by the council, payment for regular suppliers 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.

Payments Policy

6.24. As a public authority, the parish council should adopt best practice, and be seen to be setting a good example, in the way that it pays suppliers who provide goods or services to the council.

In addition, the Public Contracts Regulations 2015 place a duty on the parish council to make prompt payments; namely:

- any payment due, is to be made no later than the end of a period of 30 days from the date on which the relevant invoice is regarded as valid and undisputed
- any invoices for payment are considered and verified by the parish council in a timely fashion, and that undue delay in doing so is not to be sufficient justification for failing to regard an invoice as valid and undisputed
- any sub-contract awarded by a supplier includes requirements to the same effect as those above; and
- the parish council must publish on the internet, on an annual basis, statistics on compliance with the above requirements

To achieve the above objectives the following payments policy is to be followed.

1. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services have been received, carried out, examined and represents expenditure previously approved by the council (regulation 5.3)

2. The RFO will refer back to the supplier any disputed invoices, or to the council as thought appropriate.

3. All verified and undisputed invoices will then be paid as soon as practical in accordance with the following preferred payment methods.

(i) Direct Debit arrangements will be established with all suppliers that offer that facility (regulation 6.23)

(ii) Internet banking transfer utilising the double authorisation policy of our bank (regulation 6.10) (iii) Debit card held by the RFO, or other authorised staff (regulation 6.18)

(iv) Cheque drawn on the council's bank account (regulation 6.3)

(v) Petty cash (only to be used for minor amounts).

4. A schedule of payments made each month shall be presented to the council for retrospective approval

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

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

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 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.

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

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

Councillor Code of Conduct

SECTION 1: INTRODUCTION

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

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.



YATIRIM VE İZLENİMLERİ
KURUMU
KURUMUNUN İZLENİMLERİ

Öğretim Kurulunun Görevleri

The following text is extremely faint and largely illegible. It appears to be a list of duties or responsibilities for a committee or council, possibly related to the 'Öğretim Kurulunun Görevleri' (Duties of the Teaching Council) mentioned in the header above. The text is organized into several paragraphs, each starting with a bullet point or a similar marker. Due to the low contrast and blurriness, the specific content of these paragraphs cannot be accurately transcribed.

SECTION 2: GENERAL PROVISIONS

1. Introduction and Interpretation

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

1.2 In this Code:

- a) "the Council" refers to Duston Parish Council.
- b) "Councillor" means any person being a Member of the Council.
- c) "Meeting" means any meeting of:
 - the Council
 - any of the Council's committees, or sub-committees
 - any of the Council's advisory groups, 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 Responsible 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.

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	<p>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.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between you (or a body in which you have a beneficial interest) and the Council</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
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	<p>Any tenancy where (to your knowledge)</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body in which you have a beneficial interest.</p>

Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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.</p>
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“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 Principles

- 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 the Council's Proper Officer on behalf of the Monitoring Officer. Members should immediately notify the Proper Officer 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 web site. 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.

Appendix C - Arrangements for Making Complaints

If a person wishes to make a complaint about a councillor under the Code of Conduct, it should be addressed to:

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

or e-mail can be found on the West Northamptonshire Council website.

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.

To ensure that the Monitoring Officer has all the information needed to process a complaint, it is recommended that complainants use the complaint form, which is available on request from the Monitoring Officer or can be downloaded from www.westnorthants.gov.uk.

Meeting Schedule

Full Council

9th June 2022 7pm

7th July 2022 7pm

4th August 2022 7pm

1st September 2022 7pm

6th October 2022 7pm

3rd November 2022 7pm

1st December 2022 7pm

12th January 2023 7pm

2nd February 2023 7pm

2nd March 2023 7pm

6th April 2023 7pm

18th May 2023 7pm – Annual Council

Planning Committee

First meeting is 26th May 2022

Then determine its own dates up until the Annual Council on 18th May 2023 in consultation with the Clerk.

Environment Committee

16th June 2022

Then determine its own dates up until the Annual Council on 18th May 2023 in consultation with the Clerk.

Community Services Committee (Engagement & Wellbeing Committee)

22nd June 2022

Then determine its own dates up until the Annual Council on 18th May 2023 in consultation with the Clerk.

Resources & General Purposes Committee

30th June 2022

29th September 2022

10th November 2022

9th February 2022

13th April 2022



Quarterly Internal Controls Procedure and Report

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

Responsibilities

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

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

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

The Internal Controls Councillor Report

The Councillor must work through the Checklist on Page 2.

Signed by Internal Controls Councillor:

Date:

Signed by Clerk/RFO:

Date:

Checklist	Approved Yes/No	Any Comments
1 All bank statements filed		
2 Cheque counterfoil have been signed by at least two Councillors		
3 Bank Reconciliations match bank statements		
4 Bank Reconciliations have been approved by Full Council		
5 Invoices have been signed by the Clerk/RFO		
6 Invoices have been signed by two Councillor authorising signatories		
7 Quarterly VAT return has been submitted to HMRC		
8 Monthly Payroll pack filed		
9 Tax, NI and Contributions made		
10 Pension Contributions up to date		
11 Insurance up to date		
12 Cash is stored securely and Petty Cash and Facilities Float correspond with Financial Regulations		
13 Minutes for the previous quarter have been signed		
14 All existing tenants are up to date with their rent payments		
15 Standing Orders & Financial Regulations have been approved by Full Council within the last year		

Date: 29/04/2022

Duston Parish Council

Page 1

Time: 16:05

**Bank Reconciliation Statement as at 31/03/2022
for Cashbook 1 - Current A/c 03573680**

User: NG

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Community A/c 3680	31/03/2022	3	67,037.75
			<u>67,037.75</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			67,037.75
<u>Receipts not Banked/Cleared (Plus)</u>			
30/03/2022 Myhill CC		75.00	
30/03/2022 DFD CC		20.00	
31/03/2022 DFD CC		20.00	
			<u>115.00</u>
			67,152.75
		Balance per Cash Book is :-	67,152.75
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	2	432,688.32
			<u>432,688.32</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			432,688.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			432,688.32
			Balance per Cash Book is :-
			432,688.32
			Difference is :-
			0.00

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	3	144.07
			144.07
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			144.07
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			144.07
		Balance per Cash Book is :-	144.07
		Difference is :-	0.00

Duston Parish Council Petty cash count and reconciliation

Mar-22	Float	
	Per count	
	20	
	10	0.00
	5	25.00
	2	10.00
	1	8.00
	0.5	0.00
	0.2	0.60
	0.1	0.30
	0.05	0.10
	0.02	0.00
	0.01	0.07
		<u>44.07</u> IN TIN
In safe		100.00
		<u>144.07</u> Agreed

Reconciliation to RBS	Mar-22	
In tin b'wd		143.86
Cash received (trf from bankings sheets)		
Trf in from cash takings		20.00
Trf to Facilities float		-17.94
		<u>145.92</u>
Cash paid out in month		<u>1.85</u>
= Cash in tin		144.07
		0.00
Balance per RBS		<u>144.07</u>

Petty cash expenses paid		
Ref	Description	£
PCMAR22/1	Limes	0.35
PCMAR22/2	Limes and ginger	1.50
		<u>1.85</u>

**Bank Reconciliation Statement as at 31/03/2022
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	31/03/2022	3	99.00
			<hr/> 99.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			99.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			99.00
		Balance per Cash Book is :-	99.00
		Difference is :-	0.00

Duston Parish Council

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	
31/03/2022	80293		1ST REACTION	1ST001	55.00	11.00	66.00	4160	101	55.00	1st Reaction Lock up DCC
31/03/2022	E2015234124		ALLSTAR	ALL001	41.68	8.34	50.02	4145	212	41.68	Allstar fuel March
29/03/2022	30449		AMBEROL	AMBER01	1,987.00	397.40	2,384.40	4249	211	1,987.00	Amber fit new/relocatebenches
06/03/2022	10204188		ANGLIAN WATER	ANGL01	901.28	0.00	901.28	4207	101	901.28	AW DCC 6.12.21-5.3.22
31/03/2022	AVIV/MAR22		AVIVA	AVIVA001	246.17	0.00	246.17	4000	101	140.67	AVIV/MAR22/AVIVA
								4006	101	105.50	AVIV/MAR22/AVIVA
17/03/2022	CHGMAR22		BARCLAYS	B0001	31.35	0.00	31.35	4125	201	31.35	CHGMAR22/Barclays
31/03/2022	1835		BARNES	BARN001	1,033.75	206.75	1,240.50	4225	102	1,033.75	Barnes - reinstate ceiling SL
20/03/2022	9552		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	130.00	Barnett Duston Gardens
20/03/2022	9553		BARNETT LAND	BARN01	55.00	11.00	66.00	4226	211	55.00	Barnetts Timken Art
13/03/2022	BCARD/MAR22		BARCLAYCARD	BCARD	979.15	128.78	1,107.93	4227	101	108.25	BCard B&Q Wickes etc
								4225	101	268.50	BCard shelves brackets etc
								4115	201	39.67	BCard stationery
								4116	201	10.04	BCard postage
								4128	215	85.96	BCard bunting , primulas etc
								4060	201	294.00	BCard SLCC GY
								4100	201	48.59	BCard computer hardware
								4220	101	124.14	BCard bluetooth projector
01/03/2022	INV-8306		BDP PUBLICATIONS	BDP001	460.00	0.00	460.00	4130	204	460.00	In and Around Dusion
31/03/2022	32406		BOWDRAPER	BOW001	625.00	125.00	750.00	4227	101	625.00	Bowdraper deep clean extractor
03/03/2022	580411444		BRITISH GAS	BRIT01	2,908.38	581.68	3,490.06	4206	101	2,908.38	B Gas DCC elec 1.2.22*-28.2.22
14/03/2022	VII/1357372MAR		CATHEDRAL	CATH01	507.00	101.40	608.40	4226	201	33.80	Cathedral Hygiene
								4226	101	270.40	Cathedral Hygiene
								4226	102	202.80	Cathedral Hygiene
15/03/2022	VII/1408549MAR22		CATHEDRAL	CATH01	13.53	2.71	16.24	4226	101	13.53	Cathedral Hygiene
31/03/2022	7434		COMPLETE GROUND MAN.	CGM001	1,331.75	266.35	1,598.10	4226	211	1,331.75	CGM grounds maintenance
21/03/2022	7464		COMPLETE GROUND MAN.	CGM001	360.00	72.00	432.00	4226	211	360.00	CGM supply trees
28/02/2022	4857		DA HEATING LTD	DA001	120.00	24.00	144.00	4225	101	120.00	DA Heating boiler fault

Purchase Ledger for Month No 12

Order by Supplier A/c

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/03/2022	220300090133		DBFB	DBFB	328.42	65.68	394.10	4120	201	328.42	DBFB Telephone/broadband
01/03/2022	220300090828		DBFB	DBFB	52.50	10.50	63.00	4233	102	52.50	DBFB CCTV Stl
31/03/2022	GARDEN		DUSTON GARDEN CLUB	DGC001	600.00	0.00	600.00	4080	203	600.00	Duston Garden Club grant
05/03/2022	DHA MAR22		DUSTON HORTICULTURAL	DHA001	80.50	0.00	80.50	4127	213	80.50	DHA allotments
01/03/2022	21225767		EASISERV	ES001	90.00	18.00	108.00	4110	201	90.00	Eaiserve boundary maps
31/03/2022	6328		NATALIE GREEN & CO.	GREE001	4,092.50	818.50	4,911.00	4050	201	4,092.50	N Green Feb & Mar accountancy
10/02/2022	PC/1293		HADLANDS	HADL001	750.00	150.00	900.00	4055	102	750.00	Hadlands Office 2 rental fees
24/03/2022	525993		HEWITSONS	HEWT01	1,265.17	253.03	1,518.20	4055	201	1,265.17	Hewitsons - Legal re Timken
								330		-1,265.17	Hewitsons - Legal re Timken
25/03/2022	INV-4544		K & J HIRD	HH001	60.00	12.00	72.00	4150	101	1,265.17	Hewitsons - Legal re Timken
31/03/2022	HMRC MAR22		HMRC	HMRC01	5,214.45	0.00	5,214.45	4000	201	30.00	Hird window cleaning
								4150	102	30.00	Hird window cleaning
31/03/2022	HMRCALLMAR22		HMRC	HMRC01	802.60	0.00	802.60	4041	202	437.16	HMRC MAR22/HMRC PAYE & NI
01/03/2022	144988		INTERCOUNTY	ICCS01	390.00	78.00	468.00	4150	101	1,862.23	HMRC MAR22/HMRC PAYE & NI
01/03/2022	1271		INSTAPOW	INS001	435.00	0.00	435.00	4227	102	1,105.73	HMRC MAR22/HMRC PAYE & NI
03/03/2022	74517		LINDUM FIRE	L0004	337.57	67.51	405.08	4226	102	249.80	HMRC MAR22/HMRC PAYE & NI
31/03/2022	LGSSMAR22		NCC - PENSION	LPGS	4,254.89	0.00	4,254.89	4000	201	972.20	HMRC MAR22/HMRC PAYE & NI
								4005	101	587.33	HMRC MAR22/HMRC PAYE & NI
								4005	102	802.60	HMRCALLMAR22/HMRC PAYE & NI
01/03/2022	144988		INTERCOUNTY	ICCS01	390.00	78.00	468.00	4150	101	390.00	ICC - cleaning
01/03/2022	1271		INSTAPOW	INS001	435.00	0.00	435.00	4227	102	435.00	Inst - St Likes 3 phase etc
03/03/2022	74517		LINDUM FIRE	L0004	337.57	67.51	405.08	4226	102	337.57	Lindum annual inspect STL
31/03/2022	LGSSMAR22		NCC - PENSION	LPGS	4,254.89	0.00	4,254.89	4000	201	139.30	LGSSMAR22/Employers & School A
								4000	101	392.14	LGSSMAR22/Employers & School A
								4000	102	320.79	LGSSMAR22/Employers & School A
								4006	201	437.45	LGSSMAR22/Employers & School A
								4006	101	1,816.08	LGSSMAR22/Employers & School A
11/03/2022	1172995		NAMEBADGES INT	NAME002	11.87	2.37	14.24	4167	201	1,149.13	LGSSMAR22/Employers & School A
								4167	201	11.87	Name Badges

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	
11/03/2022	INV-1848		NCALC	NCALC01	38.00	0.00	38.00	4020	201	38.00	NCalc - Training course GY
23/03/2022	13993		PERSONNEL ADVICE	PAS01	200.00	40.00	240.00	4056	201	200.00	Personnel Advice Feb/Mar
31/03/2022	16049		PHIPPS STU	PHIPPS	87.50	0.00	87.50	4102	201	87.50	S Phipps Onsite IT
02/03/2022	241435		PATHFINDER LEGAL	PLS	245.00	49.00	294.00	4055	201	245.00	Pathfinder Legal Youth contrac
05/03/2022	235		RAP PLUMBING	RAP001	100.00	0.00	100.00	4227	101	100.00	RAP hot water fault DCC
31/03/2022	ALLOWANCES		SALARIES	SALARIES01	3,393.73	0.00	3,393.73	4041	202	2,905.40	Councillor allowances
								4040	202	488.33	Councillor allowances
31/03/2022	SALSMAR22		SALARIES	SALARIES01	14,077.56	0.00	14,077.56	4000	201	2,574.13	SALSMAR22/STAFF SALARIES
								4000	101	7,174.91	SALSMAR22/STAFF SALARIES
								4000	102	4,325.66	SALSMAR22/STAFF SALARIES
								4015	101	2.86	SALSMAR22/STAFF SALARIES
14/03/2022	231641116/0044		SOUTHERN ELECTRIC	SSE01	-4.74	-0.23	-4.97	4206	102	-4.74	SSE St L 15.9.21-30.9.21
14/03/2022	231641116/0045		SOUTHERN ELECTRIC	SSE01	-1,138.03	-227.60	-1,365.63	4206	102	-1,138.03	SSE St L Elec 12.6.21-14.9.21
14/03/2022	231641116/0046		SOUTHERN ELECTRIC	SSE01	-1,140.66	-228.13	-1,368.79	4206	102	-1,140.66	SSE Elec ST L 18.3.21-11.6.21
14/03/2022	231641116/0047		SOUTHERN ELECTRIC	SSE01	-1,143.50	-228.70	-1,372.20	4206	102	-1,143.50	SSE St L Elec 8.12.20-17.3.21
14/03/2022	231641116/0048		SOUTHERN ELECTRIC	SSE01	-693.46	-138.69	-832.15	4206	102	-693.46	SS St L Elec 15.9.20-7.12.20
14/03/2022	231641116/0049		SOUTHERN ELECTRIC	SSE01	-519.72	-103.94	-623.66	4206	102	-519.72	SSE St L Elec 15.9.20-7.12.20
14/03/2022	231641116/0050		SOUTHERN ELECTRIC	SSE01	3,196.55	639.31	3,835.86	4206	102	3,196.55	SSE St L Elec 8.12.20-17.3.21
14/03/2022	231641116/0051		SOUTHERN ELECTRIC	SSE01	2,220.91	444.18	2,665.09	4206	102	2,220.91	SSE St L Elec 18.3.21-11.6.21
14/03/2022	231641116/0052		SOUTHERN ELECTRIC	SSE01	2,444.71	488.94	2,933.65	4206	102	2,444.71	SSE St L Elec 12.6.21-14.9.21
14/03/2022	231641116/0053		SOUTHERN ELECTRIC	SSE01	407.29	81.45	488.74	4206	102	407.29	SSE St L Elec 15.9.2-30.9.21
22/03/2022	251874049/0004		SOUTHERN ELECTRIC	SSE01	7,906.63	1,581.32	9,487.95	4205	102	7,906.63	Gas STI 8.12.21-17.3.22
23/03/2022	451877372/0002		SOUTHERN ELECTRIC	SSE01	-4,593.70	-918.74	-5,512.44	4206	102	-4,593.70	SSE Elec St L 1.10.21-7.12.21
23/03/2022	451877372/0003		SOUTHERN ELECTRIC	SSE01	3,246.21	649.24	3,895.45	4206	102	3,246.21	SSE Elec St L 1.10.21-7.12.21
23/03/2022	451877372/0004		SOUTHERN ELECTRIC	SSE01	4,546.95	909.39	5,456.34	4206	102	4,546.95	SSE St L Elec 8.12.21-10.3.22
15/03/2022	IN10029		SSF DESIGN BUILD	SSF001	550.00	110.00	660.00	4225	101	550.00	SSF replacement doors DCC
31/03/2022	INV-0531		THE WORKS	TH01	175.00	35.00	210.00	4225	101	175.00	The Works - repairs
01/03/2022	TV MAR22		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TV MAR22/TV Licensing
31/03/2022	RCO1182533		VEOLIA	V0002	436.70	87.34	524.04	4155	101	346.46	Veolia Waste removal



Full Council
19th May 2022
Duston Swimming Pool Feasibility Study

1. Purpose of Report

To consider whether to support a feasibility study for a Swimming Pool at Duston Sports Centre.

2. Current Situation

Duston Parish Council is the freeholder of Duston Sports Centre and the field. It has been on lease to Northampton Leisure Trust (Trilogy) since 2012.

NLT and Duston Parish Council have held informal discussions about the possibility of a swimming pool at Duston Sports Centre. A swimming pool in Duston could have numerous health and well-being benefits for local residents.

However, Duston Parish Council need to be satisfied that

- A swimming pool would be financially viable
- The risk to the precept payers in Duston is minimised as far as possible and overall cost is neutral to Duston Parish Council over a thirty period.

A 20 – 25 metre swimming pool would be the most feasible. Furthermore with Northampton East SUE in Harpole and Dallington Grange SUE in Kings Heath it is suggested there could soon be a stronger customer capacity for a new swimming pool in the local area.

To get a better understanding of the viability NLT has offered to pay for a feasibility study conducted Knight, Kavanagh, and Page at their own expense.

3. The proposal from Northampton Leisure Trust

Project Summary and Objective

With a strong working partnership between Duston Parish Council (DPC) and Northampton Leisure Trust (NLT), Duston Sports Centre has now operated successfully for nearly ten years. There is now an opportunity to enhance the leisure site at Duston for the whole Parish community by considering and reviewing the opportunity to add a new build Swimming Pool to the facility. The objective of this report is to ask the Full Council at DPC to grant NLT the authority to commission a feasibility study into the development of a new build swimming pool (and ancillary facilities) at Duston Sports Centre. Anecdotal evidence suggests that there is demand for a Swimming Pool at Duston Sports Centre and that there is sufficient latent demand to ensure a Swimming Pool is feasible. NLT would commission consultants to conduct the feasibility study on behalf of DPC and NLT would fund and pay for this feasibility study to be completed. NLT have a good working relationship with Knight, Kavanagh, and Page (KKP) and would commission KKP to complete this feasibility study. The expected timeline for completing this feasibility work is approximately three months (12 weeks).

Feasibility Study Purpose

This feasibility study will help DPC / NLT to determine the risk and return of a Swimming Pool at Duston Sports Centre.

- The feasibility study will assess the practicality of a Swimming Pool build project.
- Success of this project can be determined within the feasibility through the schedule, economic and technical factors.
- The feasibility will highlight the cost and the return on investment, including revenue.

The benefit of the feasibility study will ensure that DPC/NLT make an informed decision regarding the project before investing time and capital into the next steps of developing a Swimming Pool at Duston Sports Centre. The feasibility will enable a review of the pros and cons of the project and a risk consideration of the potential future venture.

The final content of the feasibility study will need to be confirmed with KKP, however, it should include new business development opportunities, determine how the Pool will operate, potential obstacles, competition, market analysis, and the amount of capital financing needed to deliver the Pool and the required revenue to service the debt and facilitate the ongoing running costs. The feasibility study will provide the necessary information to help support raising finance for the project.

The feasibility study needs to answer the questions that will confirm if the overall project is feasible, both short and long-term.

Therefore, as well as seeking direct guidance from the consultants regarding what specific areas the feasibility will consider, the following information is sought within the study.

- Conduct a preliminary analysis, including feedback and ideas from stakeholders.
- Analysis of the data obtained to ensure that it's robust.
- Conduct market research to identify the market demand and opportunities.
- Consider an organisational / operational plan, identifying expenditure costs.
- Develop a P&L statement, including revenue, operating costs - outlining surplus/deficit.
- Highlight concerns, risk, and solutions – Risk Assessment
- Advise on success levels overall and suitability of a new build Swimming Pool

The feasibility should highlight:

Financial: The financial return on investment and the amount of capital required to pay for the project, including the potential sources of capital.

Market: an analysis of the market for the Swimming Pool, the competition, consumer demand, financial forecasts, and growth projections.

The feasibility study will help determine the viability of a Swimming Pool at Duston Sports Centre. Containing an analysis of what's needed to complete the proposed project. The report will need to outline the likelihood of success, and ultimately the option to proceed or not to the next stage.

A new Swimming Pool at Duston is key to supporting the Mental and Physical Health of Duston residents and it will directly support Social Value and increase physical activity in the Community.

However, to minimise the financial risk to both DPC and NLT the feasibility should focus heavily on the financial viability and return from the project. Minimising future risk to all parties including Duston residents.

Conclusion

Once authorised to proceed by DPC, NLT will commission KKP to proceed with the feasibility study for this project and a new build Swimming Pool. There is no obligation or commitment to

proceed beyond this first stage, a continuation of the project will be determined by the outcome of the feasibility study.

4. Recommendations

- a) Duston Parish Council to decide whether it supports NLT doing a feasibility study and will consider the findings and conclusions in due course.
- b) Duston Parish Council to resolve it is not committing anything at this stage.
- c) To resolve to consider the findings and conclusions of a feasibility study at a future Council meeting.

Gary Youens
Parish Clerk / RFO