

**DUSTON PARISH COUNCIL**

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

FULL COUNCIL10th May 2024

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Duston Parish Council to be held at Duston Community Centre on Thursday 16th May 2024 commencing at 7.00pm for the purpose of transacting the following business.

Issued by:

Gary Youens
Parish Clerk, Duston Parish Council

AGENDA**01/24. Election of Chair of Duston Parish Council**

- To elect a Chair of the Council for ensuing municipal year 2024/25

02/24. Declaration of Acceptance of Office

- To receive Chair Declaration of Acceptance of Office

03/24. Election of Vice Chair of Duston Parish Council

- To elect a Vice Chair of the Council for the ensuing municipal year 2024/25

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04/24. To receive apologies for absence

05/24. To receive and approve the minutes of the meeting held on 4th April 2024 (APPENDIX A)

06/24. 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*).

07/24. 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*).

08/24. To Review and Adopt the Following Policies

- a) Councillor Code of Conduct (APPENDIX B)
- b) Standing Orders & Scheme of Delegation (APPENDIX C)
- c) Councillor Laptop Policy (APPENDIX D)

09/24. Appointment of Standing Committees

- To elect members of each Standing Committee as per Standing Orders & Scheme of Delegation
 - a) Planning Committee (5 Members + Chair of Council)
 - b) Community Services Committee (5 Members + Chair of Council)
 - c) Environment Committee (5 Members + Chair of Council)
 - d) Resources & General Purposes Committee (5 Members + Chair of Council)
 - e) HR Sub-Committee (Chair, Vice-Chair + 1 Member)

10/24. Internal Controls Councillor

- To elect an Internal Controls Councillor for 2024/25

11/24. NCALC Police Liaison Representative

- To elect a Police Liaison Representative for 2024/25

12/24. Subscriptions

- a) NCALC £5096.16 Includes (APPENDIX E)
 - NCALC Membership £2902.93
 - NALC Membership £966.83
 - Internal Auditor £1012.00
 - Data Protection Officer £10

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- b) Northants ACRE £42
- c) Society of Local Council Clerks (SLCC) for the Clerk & Assistant Clerk

13/24. Community Infrastructure Levy

- To note all record income and expenditure of CIL until March 2024 (APPENDIX F)

14/24. Financial Regulations

- a) To note the new NALC model Financial Regulations (APPENDIX G)
- b) To ask the ask the Clerk to make the adjustments appropriate for Duston Parish Council and bring to a future Council meeting.

15/24. Bank Reconciliations

- To approve bank reconciliations for March 2024 (APPENDIX H)

16/24. Payment of Invoices

- To note invoice payments for March 2024 (APPENDIX I)

17/24. Updates from Committees

- a) To receive a report in the form of draft minutes from the Environment Committee (APPENDIX J)
- b) To receive a report in the form of draft minutes from the Resources and General Purposes Committee (APPENDIX K)
- c) To receive a report in the form of draft minutes from Community Services Committee (APPENDIX L)

18/24. West Northamptonshire Council Local Plan

- To submit a response to the West Northamptonshire Council Local Plan Public Consultation (APPENDIX M)
 - Welcome the requirement for affordable housing
 - Welcome the commitment to the North West Bypass
 - Concern there is no commitment or mention of the Sandy Lane Relief Road
 - Ensure that Section 106 agreements are adhered and delivered.

19/24. Recommendation From Planning Committee

- To agree that Double yellow lines on the north side of Berrywood Road outside The Duston School (APPENDIX N)

20/24. Recommendations From Resources & General Purposes Committee

- a) To put into next year budget a new sound system for Duston Community Centre (APPENDIX O)
- b) To put into next year budget for the Clerk to complete Community Governance (Level 4) course which is above CILCA unless money can be found in the meantime

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(APPENDIX P).

- c) To note that Clerk is working with HR Sub-Committee Councillors and two other members on a staff review and structure (Enright-King, Maitland, Ennis-Clark, Littlewood and Ingram).

21/23. Recommendation from Community Services Committee

- a) To note the progress so far on the "Duston Together" Newsletter for publication
- b) To consider its distribution within Duston
- c) Agree how it is to be funded for the rest of the financial year

22/24. DPC Staff Pensions

- a) To readopt and clarify Council Resolution from 12th January 2017

"That the existing LGPS pension will be closed to all new employees, Irrespective of their position. If new employees have continuous employment and are already in the LGPS they will be eligible for LGPS with DPC. The existing 3 members of staff that are eligible but not currently in LGPS will be auto enrolled into the existing LGPS scheme on auto-enrolment date 1st February 2017."

- b) To affirm the following
 - The Position of Clerk / RFO of Duston Parish Council will be automatically enrolled on the Local Government Pension Scheme (LGPS).
 - New employees with continuous Local Government Service on LGPS will be automatically enrolled.
 - All new employees are continued to be placed on an alternative work place pension scheme.
- c) All other aspects Duston Parish Council will continue to follow Local Government Terms and Conditions (known as "The Green Book") for staff.



DUSTON PARISH COUNCIL

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

FULL COUNCIL MINUTES
THURSDAY 4th APRIL 2024

Chair: Cllr P Enright-King

Councillors Present:

Craven, Dickinson, Ennis-Clark, Liddon, Littlewood, Liddon, Mumford, Roper

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

174/24. To receive apologies for absence

- Apologies were received from Cllrs Barnes, Golby, Maitland and Mumford

**175/24. To receive and approve the minutes of the meeting held on 7th March 2024
(APPENDIX A)**

- **RESOLVED:** That the minutes of the meeting held on Thursday 7th March 2024 were approved as a true record and duly signed by the Chair.

**176/24. To receive declarations of interest under the Council's Code of Conduct related to
business on the agenda**

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

Tel: 01604 583626

Web: www.duston-pc.gov.uk

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[f@DustonPC](https://www.facebook.com/DustonPC) [X@Duston_PC](https://twitter.com/Duston_PC)

177/23. Public Participation Session

- No members of the public were present.

178/24. To receive any information update on Section 106 / Community Infrastructure Levy

- The Clerk and Cllr Ingram verbally updated the Council upon the two submitted S106 applications for Mendip and Errington Park, noting that West Northamptonshire Council have not process either application due to a backlog of applications. Cllr Ingram highlighted that a follow up meeting the Head of Enforcement has been scheduled.

179/24. Councillor Reports – Information Only

- Cllr Liddon provided Council with the findings from the review, conducted by West Northamptonshire Councils (WNC) Place Overview and Scrutiny Committee, of the VOI E-Scooter Trial.

The report recommends that WNC extends the trial until May 2026 but notes there is a need for improvements and a Road Map for development of the improvements should be a condition of any contract extension offered. The report highlights 5 areas that a Road Map should address the following issues:

1. Review the current scheme to seek improvements and changes in respect of Geo fence areas where:
 - Speed controls and restricted zones to be reviewed and extended.
 - E-Scooters cannot be parked on an individual basis in specific key locations (ie. disabled access and emergency access points).
2. That parking is reviewed to improve end location via use of improved technology (AI) and infrastructure (parking frames) are implemented where appropriate.
3. That new and emerging technology is assessed and timescale set for the implementation in regard:
 - Eliminating twin riding.
 - Preventing scooters from riding pavements
4. That E-Scooter safety is reviewed improving visibility at night, ensuring registration numbers are more visible and that campaigns and messaging to existing riders are increased and more regular in regard to best practice and also to include the wearing of helmets.
5. That a review of the complaints procedure is undertaken with the aim of improving the process of tracking complaints via a reference number with timely action and communication.

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ClIr Liddon noted that the general view from key activist who have followed this process, is that the they fear report and subsequent recommendations will not solve the underlying issues.

180/24. Police Report

- The Clerk updated the Council on the police's shift away and stop attending Parish meetings in order to provide Council update on issues faced in the Community. Instead, the Police have instructed Parish Councils to view crime information online. The Council noted that the online report / heat map covers both Duston, Upton and Sixfields and does not provide much relevant information. The Clerk informed the Council of the change in staff of the Local Policing Team. The Council raised frustrations due to the high turnover of neighbourhood policing staff effecting the established relationships.
- **RESOLVED:**
 - a) That the online police report is no longer presented to Council.
 - b) That the Police Liaison Representative raises the online police report and the high turnover issues at the next PLR meeting.

181/24. Bank Reconciliations

- **RESOLVED:** That the bank reconciliations for February 2024 was received and approved. (APPENDIX B)

182/24. Payment of Invoices

- **RESOLVED:** That the invoice payments for February 2024 was received, discussed and noted. (APPENDIX D)

183/24. Committee Updates

- **RESOLVED:**
 - a) That the report in the form of minutes of the Planning Committee was received discussed and noted. (APPENDIX E)
 - b) That the report in the form of minutes of the Community Services Committee was received discussed and noted. (APPENDIX F)
 - c) That the report in the form of minutes of the Environment Committee was received discussed and noted. (APPENDIX G)

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184/24. Environment Committee Recommendations

- **RESOLVED:**

- a) That the Clerk purchase 100 30mph stickers for to display on Telecom Boxes for £124.50 (APPENDIX H)
- b) That the Clerk contacts Harlestone Manor Parish Council to inquire about the status of the bicycle barrier at the New Sandy Lane traffic crossing and that the Clerk seeks quotes for Finger Posts to direct members of the public to local facilities.
- c) Note that the local crime data does not say Limehurst Square is especially worse in relation to the wider area. It was also noted the official crime statistics do not really justify expenditure on CCTV in Limehurst Square. That the CCTV in Limehurst Square project be revisited by the Environment Committee once a meeting with the local Designing Out Crime Officer is conducted.

185/24. Biodiversity Duty

- Under the 2021 Environment Act, public authorities (including town and parish councils) operating in England must consider what they can do to conserve and enhance biodiversity. So Parish Councils have a legal duty to consider biodiversity but it up to the parish council itself to monitor and enforce this legal duty.

- **RESOLVED:**

- a) That the Model Biodiversity Policy and the draft Model Action Plan (APPENDIX J) be noted.
- b) That the Environment Committee bring to Council a Biodiversity Policy for consideration and adoption.

186/24. Councillor Laptops

- The Council discussed at length the kind of laptop that would be needed to do their Councillor role. The Clerk spoke of the range of laptops that had been considered. As this was unbudgeted expenditure this would need to be paid from General Reserves.

- **RESOLVED:**

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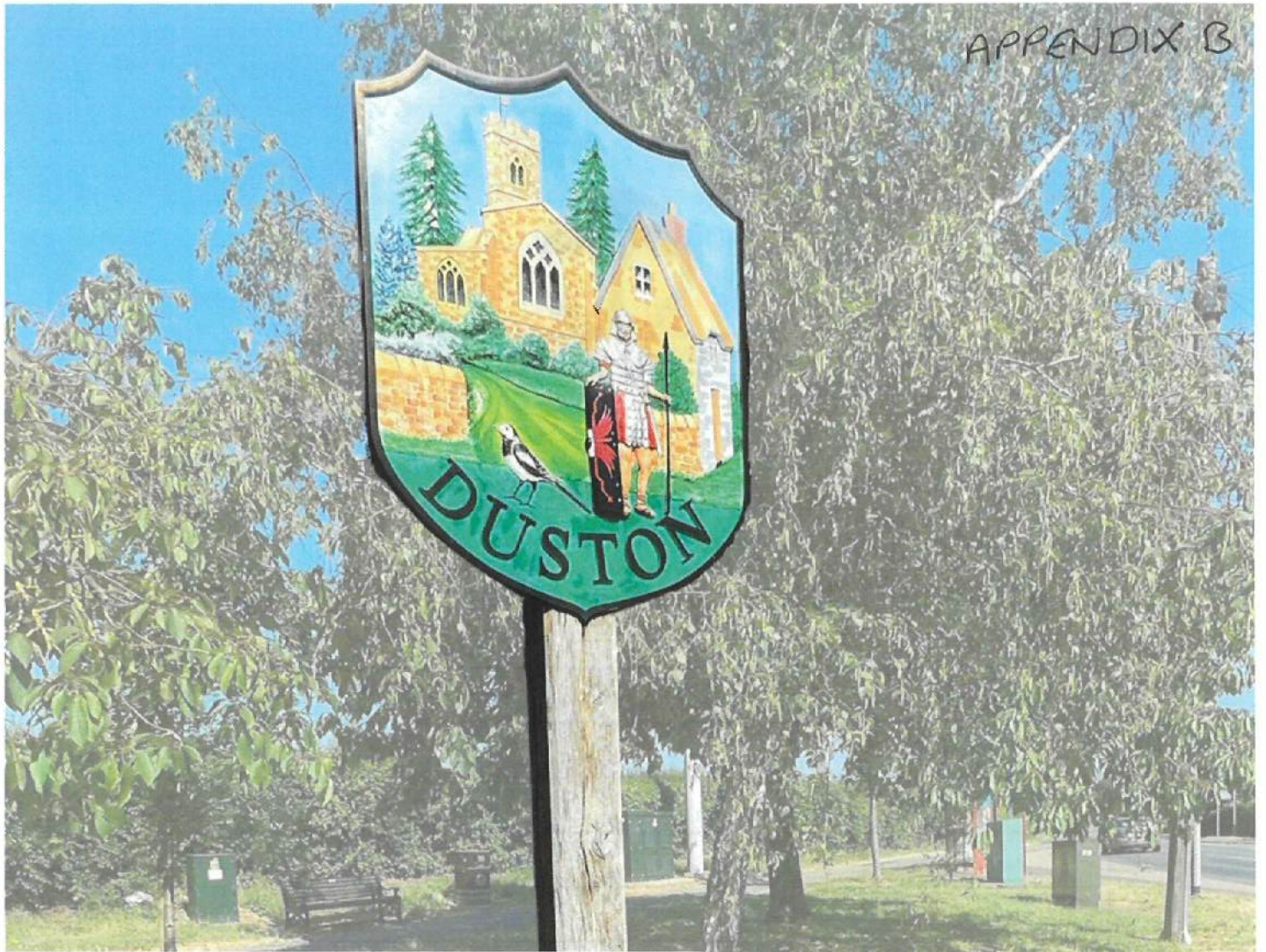
- a) That the Clerk purchases 12 laptops (£5118.48 + VAT total) for parish councillors paid for from General Reserves (APPENDIX K)
- b) That the Council continues to provide of MS 365 Business Basic accounts for Councillors.

187/24. Tree of Hope

- **RESOLVED:** That the update on the next part of the project which is installing a identified space surrounding the Tree of Hope was received and noted.

188/24. Public Space Protection Orders (PSPO)

- The Clerk explained that the Anti-social Behaviour, Crime and Policing Act 2014 gave principle authorities like West Northamptonshire Council the power to do “Public Space Protection Orders”. West Northamptonshire Council can use PSPOs to prohibit specified activities, and/or require certain things to be done by people engaged in particular activities, within a defined public area. PSPO provides for restrictions to be placed on behaviour that apply to everyone in that locality. Breach of a PSPO without a reasonable excuse is an offence.
- **RESOLVED:** That the contents of current West Northamptonshire PSPO relevant to Duston was noted (APPENDIX L) .



Councillor Code of Conduct





Document Version Control

Version	Date adopted / Re-adopted	Review By Date	Author
09/23b	18/05/2023	May 2024	Council

Duston Parish Council Member 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:

1. **Selflessness** – Holders of public office should act solely in terms of the public interest.
2. **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
3. **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
4. **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
5. **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
6. **Honesty** – Holders of public office should be truthful.
7. **Leadership** – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

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	Any payment or provision of any other financial benefit (other than from the Council) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a Member, or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you (or a body in which you have a beneficial interest) and the Council <ol style="list-style-type: none"> a) under which goods or services are to be provided or works are to be executed; and b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.
Corporate tenancies	Any tenancy where (to your knowledge) <ol style="list-style-type: none"> a) the landlord is the Council; and b) the tenant is a body in which you have a beneficial interest.

Securities	<p>Any beneficial interest in securities of a body where:</p> <ul style="list-style-type: none"> a) that body (to your knowledge) has a place of business or land in the area of the Council; and b) either <ul style="list-style-type: none"> i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or ii. where the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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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 part or trade union) of which you are a member or in a position of general control or management;
3. Any gifts or hospitality worth more than an estimated value of £10 which you have received by virtue of your office, or a series of gifts or hospitality, from the same source within any 12-month period which together are worth more than an estimated value of £10.

PART 2: GIFTS AND HOSPITALITY OFFERED TO COUNCILLORS

1. General Principals

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

2. Registering Gifts and Hospitality

- 2.1. This Code of Conduct sets out the requirement for Councillors to register the receipt of any gift or hospitality worth £10 or over that they receive in connection with their official duties as a Councillor. If in doubt as to the value, the Councillor should

register the offer anyway. An accumulation of gifts from the same source over a short period that adds up to £10 or more should also be registered. The Member must register the gift or hospitality and its source by completing a written declaration within 28 days of receiving it.

2.2. The Council will maintain a register of gifts and hospitality received by Councillors where the value is £10 or more in value. The register is maintained by 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 monitoringofficer@westnorthants.gov.uk

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.



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 3 member 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 (and consider a recommendation from Community Services Committee).

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 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

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 to West Northamptonshire Council and the Highways Agency.
7. To make observations / comments on licencing applications within the parish to West Northamptonshire Council.
8. The power to establish working parties within its terms of reference. Does not have the power to set up a Sub-Committee.
9. Any issue referred to it by Council.

Community Services Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

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 Full Council on the following:
 - a) DPC community engagement, public consultations, publicity 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 service provided by DPC (e.g. for youth & older people).
 - f) Developing and promoting the economic wellbeing of Duston (e.g. helping and supporting local businesses, shops and employment where possible).
 - g) Promoting Duston based public services and the local voluntary / community sector.
 - h) The running of the Grow Together Allotment project.
 - i) Oversee the management of both Berrywood Road & Bants Lane Allotments.
 - j) Duston Parish Council website
 - k) Duston Parish Council noticeboards.
 - l) Communications & Engagement Policy and Grant Awarding Policy.
 - m) Duston Parish Council newsletter
 - n) Grant Applications

Specific Delegated Responsibilities:

2. This Committee has an annual spending cap of £6000.

3. To directly liaise with Duston based organisations and businesses regarding the development of community services and amenities in the parish.
4. Oversee the Annual Parish Meeting.
5. Oversee the management of the five community defibrillators (Chiltern Avenue, Weggs Farm Road, Harlestone Road, St Luke's Centre, Errington Park).
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.

Environment Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

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 Full Council on the following:
 - a) The overall management of DPC owned trees, green spaces, playgrounds, streetlights and parks (but not including allotments).
 - b) Matters relating to non-DPC owned trees, green spaces, playgrounds and parks within the Parish including St Lukes Churchyard and Duston cemetery.
 - c) Street furniture such as seating, public art, litter bins & 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 and adjoining wall.
 - g) Maintenance of Alfred Knight / Main Road / Timken South footpath and the 3 streetlights

- h) Reducing litter and fly-tipping in Duston.
- i) Actions and initiatives to help reduce crime, disorder and anti-social behaviour.
- j) 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.
- k) Improving and maintaining biodiversity in Duston.

Specific Delegated Responsibilities:

2. This Committee has annual spending cap of £6000 per year.
3. Minor improvements to DPC owned Parks and Open Spaces.
4. Liaising directly with other local stakeholders in respect of reducing crime, anti-social behaviour, littering, flytipping and climate change.
5. Oversee the usage and operation of the Vehicle Activated Signs (VAS) within Duston.
6. Oversee general signage use relating to the Environment (such as anti-littering, dog fouling, pollution, crime and speeding).
7. The power to establish working parties within its terms of reference. Must seek permission of Council to set up a Sub-Committee.
8. Any issue referred to it by Council.

Resources & General Purposes Committee

Membership: A maximum of 5 councillors. Councillors are elected and removed by Council. Chair of Council will be a member with voting rights.

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 Full 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 Services & 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.
- h) Maintenance of the Rosé villa Access Road

STAFFING.

- i) The staffing structure including salary remuneration (pay banding).
- j) Matters relating to employees of the Council in their conditions of service, welfare and safety.
- k) Proposing and amending HR policies.
- l) That staffing levels are appropriate to the work of the council

FINANCE.

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

Specific Delegated Responsibilities:

2. This Committee has an annual spending cap of £6000 per year.
3. To monitor the council's income and expenditure against actual budget.
4. To prepare the council's annual budget and make a recommendation to the council of the precept required for the next financial year.
5. To receive any proposals from Committees, in respect of expenditure for the following financial year, as part of the Council's budget setting process.
6. In year reviewing of internal & external audit reports and oversee the implementation of their recommendations.
7. In year monitoring of the Corporate Risk Register.

8. To ensure the Council is adequately insured (e.g. buildings & other property).
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. The Chair of the Council is the Chair of this Sub-Committee.

Meetings: At least once a year.

Specific Delegated Responsibilities:

- a) Oversee the process of the recruitment of the Clerk / RFO.
- b) Recommend to Council the appointment of the Clerk / RFO.
- c) Once initiated by resolution by Council it can carry out disciplinary procedures according to the agreed policies and procedures of the Clerk / RFO. This could include lead to dismissal of the Clerk / RFO.
- d) To receive written or verbal reports from the Clerk / RFO as to their workload including progress on Council / Committee resolutions.
- e) To conduct the Clerk Annual Appraisal and make recommendations to Council if necessary.

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 Council or 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 legal 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 duties.

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.

To act as first point of contact for media enquiries to Duston Parish Council as a corporate body.

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 set by the Council

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.



Councillor Laptop Policy





Document Version Control

Version	Date adopted / Re-adopted	Review By Date	Author

Councillor Laptop Policy

The Council has undertaken to loan laptops to Councillors during their tenure, to assist in the specific and limited purpose of carrying out Parish Council business. Any additional peripherals such as printers, additional keyboards or supports that may be desirable are at the expense of the Councillor.

Agendas and committee papers will be sent electronically and it is not expected that these will be provided in a paper format, unless due to exceptional circumstances.

Please would you read carefully the principles that surround the use of the laptop set out below and sign and date the declaration as confirmation that you agree to abide by them.

A laptop will not be issued unless the declaration is signed.

Principles of Use:

1. Use of the laptop must be in accordance with the Data Protection Act 2018 and General Data Protection Regulations (GDPR) and you are expected to familiarise yourself with these principles as set out in the Council's Data Protection & Data Breach policies.
2. Every effort to protect both hardware and software from misuse and/or damage must be made. You may be liable for any repair and/or replacement costs if it is deemed that the laptop has been mistreated or you have been negligent in its care.
3. Use of the laptop must be in accordance with the Council's Engagement & Communications Policy if social media is to be accessed using the device.
4. The passcode set up on the laptop must not be altered, however you may change your password.
5. Whenever the laptop is left unattended, even for short periods of time, the screen lock must be used or the laptop shut down.
6. You are not permitted to take the laptop abroad.
7. It is forbidden to send, solicit or download inappropriate material (such as pornographic images, inciting violence, drug abuse, illegal activities etc) from the internet or email technology.
8. Data must be stored in accordance with the council's Records Retention policy.
9. You have been provided with a laptop bag, this should be used at all times when transporting the laptop away from the home.
10. The laptop shall be administered by the Council offices. As such you will not be able to

download and install additional software other than those already on the device. Should you wish any additional software to be installed, please advise the office of this;

11. The use of the internet to access and / or distribute any kind of offensive material is not permitted.

12. Only you are authorised to use the laptop; it must not be loaned to family members or friends.

13. You are always responsible for the protection of Council data and information sent to the device.

14. You must not reveal confidential data to any third party. This includes, but is not limited to, sensitive data (as defined under the Data Protection Act 2018 and GDPR), computer software course codes, login details and passwords. This may only be done if explicit permission has been given by the Clerk and only in accordance with Data Protection Guidelines.

15. You must report any damage, suspected problems, security threats or technical queries to the Council via email to clerk@duston-pc.gov.uk, unless of course, it is not possible to access your email. An initial response to technical queries can only be given during normal council office hours. If Council officers are unable to help with your query, they will contact technical support who may contact you directly. Please be reminded that all technical support maybe chargeable to the Council on a time taken basis and care should therefore be taken to ensure that the query is sufficiently necessary to warrant the expense.

16. In some cases, remote monitoring of websites and/or emails sent may take place, but only in cases where suspicion of illegal behaviour about the use of the laptop exists. This may only be carried out under supervision of the Clerk. Under no circumstances will any information that is discovered be disclosed to a third party and all investigations will strictly adhere to the Data Protection Act 2018 and GDPR.

17. The laptop must not be used for online gambling, accessing or transmitting pornography, transmitting copyright information and / or software material, posting confidential information about Councillors, employees or the public or suppliers to the Council, or to make malicious statements to any person.

18. Any purchases made through websites on the laptop are the liability of the individual Councillor and shall not be reimbursed by Duston Parish Council.

Contravention of any of the regulations may lead to the laptop being withdrawn.

AGREEMENT TO THE PRINCIPLES OF USE OF THE LAPTOP FOR COUNCIL BUSINESS

I , a member of Duston Parish Council understand that the laptop I have been provided with is the property of the Council.

I understand that I may be financially responsible for any damage to or loss of the laptop due to accidental damage or negligence.

I agree to the principles of use of the laptop as set out above and agree to receive all Committee papers and associated Council correspondence electronically via the laptop.

I agree to return the laptop immediately upon the completion of my tenure as a Parish Councillor.

Laptop Serial Number

Signed Councillor.....

Date.....



TAX INVOICE

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

Invoice Date
4 Apr 2024

Northants CALC Ltd
 PO Box 7936,

Invoice Number
INV-3610

Brackley,
 NN13 9BY

Reference
Membership 2024/25

VAT Number
414891094

Description	Quantity	Unit Price	VAT	Amount GBP
NCALC Membership - Larger Councils: YE2025	1.00	3,088.72	No VAT	3,088.72
NALC Membership - Based on Electorate: YE2025	12548.00	0.0794	No VAT	996.31
Internal Audit Service (IAS) YE2025 - Band 10	1.00	1,080.00	20%	1,080.00
Data Protection Officer Service - YE2025	1.00	12.00	20%	12.00
Subtotal				5,177.03
TOTAL NO VAT				0.00
TOTAL VAT 20%				218.40
TOTAL GBP				5,395.43

Due Date: 3 Jun 2024

Please make cheques payable to :
 Northants CALC
 BACS payments to SC: 60-83-01
 Account number: 20257972

PAYMENT ADVICE

To: Northants CALC Ltd
 PO Box 7936,
 Brackley,
 NN13 9BY

Customer Duston Parish Council

Invoice Number INV-3610

Amount Due 5,395.43

Due Date 3 Jun 2024

Amount Enclosed

Enter the amount you are paying above



Northants CALC

MEMBER SERVICES AND BENEFITS (2024)

www.northantscalc.com

INTRODUCTION

The Northamptonshire County Association of Local Councils (Northants CALC) was created in 1947 and belongs to the parish and town councils and parish meetings in Northamptonshire. This booklet intends to inform you about our work, the services we provide and the benefits that membership of the Association brings.

The Association supports member councils to provide positive outcomes for the people of Northamptonshire in partnership with North Northamptonshire Council, West Northamptonshire Council, and other public and third sector organisations.

Northants CALC provides member councils with advice, training, information, advocacy, and member services. We do this by understanding the needs of member councils and developing resources locally and nationally to meet those needs. Unlike other organisations, we work exclusively with parish and town councils and parish meetings in Northamptonshire and, after more than seventy-five years in operation, membership rate is over 97%.

Member councils turn to Northants CALC for support, advice, and representation whether it is in developing a community project or finding a way through a local difficulty. Northants CALC provides a friendly, professional, and supportive service at all times.

Membership of Northants CALC is like membership of the AA or RAC; a council may not need us every day, but when it does need us, we are there to help get the council back on the road quickly.

OUR MEMBERS

Our members are the parish and town councils and parish meetings in the county of Northamptonshire. There is a county association in each English county, with each one independent from but affiliated to the National Association of Local Councils (NALC) based in London.

Our members range from the smallest parish meetings with less than one hundred electors to the biggest town councils with more than ninety thousand electors.

The diversity of the sector is its greatest strength because parish and town councils are the level of local government closest to the people they serve.

THE ORGANISATION

Northants CALC is a not-for-profit membership organisation for parish and town councils and parish meetings in Northamptonshire. It is a company limited by guarantee and through the Articles of Association is owned by its members, who exercise control through the Annual General Meeting. Northants CALC is run by and for its member councils.

Northants CALC has a board of eight directors who are appointed at the Annual General Meeting to run the organisation in the best interests of member councils, who are the first tier of local government. Every director is a councillor or clerk from a council in membership of the Association.

Funding is obtained through annual membership subscriptions, grant funding, and through our own earned income streams, notably the Training & Development Service (TDS) and the Internal Audit Service (IAS).

DECISION MAKING

The sovereign body of the Association is the Annual General Meeting (AGM). The AGM appoints the board of directors who are responsible for the governance of the Association. The AGM also appoints a President, which is an honorary position. The board appoints a CEO who is responsible for the management of the Association.

The board holds six business meetings per year, three topic focus sessions and a board away day. The CEO is accountable to the board and the board is accountable to the membership via the AGM. The Association is “owned” by member councils and operates in their interests.

MISSION STATEMENT

Northants CALC will empower Local Councils in Northamptonshire to be at the heart of community leadership and development, providing them with information and services and enabling them to promote the social, economic, and environmental wellbeing of their communities.

Northants CALC will be the voice of the first tier of local government in Northamptonshire and will understand and represent locally, regionally, and nationally the views of the 220 parish and town councils and 51 parish meetings in the county.

MEET THE TEAM

Danny Moody, Chief Executive

Joined in 2007, 37 hours per week

Danny reports to the board of directors and is responsible for ensuring the smooth and effective management of the organisation. Danny is a parish councillor in Helmdon, and he holds the Certificate in Local Council Administration and is a Principal Member of the Society of Local Council Clerks.

Danny likes nothing better than being able to help a member council in need and he approaches any situation with calm objectivity.



Lesley Sambrook Smith, Deputy Chief Executive

Joined in 2017, 32 hours per week

Before joining Northants CALC, Lesley was Clerk to Syresham Parish Council for 6 years. Lesley holds the Certificate in Local Council Administration. Lesley led on the New Councils Project which achieved universal parishing in Northamptonshire from 1 April 2021.



Marie Reilly, Training Manager

Joined in 2019, 37 hours per week

Marie came to Northants CALC from Milton Keynes Council. Marie is also Vice Chairman of Roade Parish Council. Marie is a member of the Chartered Institute of Personnel and Development and leads the Association's Learning & Development Programme. Marie gained the Certificate in Local Council Administration in 2020.



Sophie Harding, Business Support Manager

Joined in 2021, 37 hours per week

Sophie has lived in Northamptonshire all her life and, before joining Northants CALC, had worked in the charity sector for seven years – most recently as a Business Manager for a Northamptonshire charity.

Sophie has a MSc in Counselling and a BA in Psychology with Criminology from the University of Northampton.



SERVICES & BENEFITS

Advice and Support

Being a member of Northants CALC is like having an extra person on your council team. Knowledgeable and experienced, there isn't much that we haven't seen before. And on the rare occasions that we cannot help we'll know someone that can.

We offer face to face, telephone and e-mail support to all member councils through:

- The Member Enquiry Service (MES) for straightforward, generic queries.
- Free at the point of use advisory service for complex or council-specific enquiries.
- "Quick Response" Legal Service, delivered through our partners, Wellers Hedley Solicitors.
- Human Resources advice, from recruitment through personnel management to handling the end of the employment relationship.
- Financial advice, including audit, governance, and accountability.
- Funding advice, including how to access external grant funding and administration of borrowing approval applications.
- Access to the Legal Team at the National Association of Local Councils (NALC).

Training & Development Service (TDS)

Membership allows access to events, briefings, and seminars at member rates (doubled for non-members or those from outside Northamptonshire):

- Basic training courses for clerks and councillors.
- Advanced training for those wanting to push their skills or develop specialist knowledge.
- The Councillor Development Framework (CDF) to guide councillors on their learning journey.
- The Officer Development Framework (CDF) to guide clerks and other senior council officers on their learning journey.
- Formal qualifications, including the Certificate in Local Council Administration (CILCA).
- Bespoke in-house training sessions so that the whole council learns together.
- One-off briefings and seminars on topics of particular interest.

<https://www.northantscalc.com/training-and-events>

Information

Member councils rely on Northants CALC to keep them abreast of all the issues, legislation and developments affecting the sector so that they don't have to spend their own valuable time and resources doing so. The information service includes:

- A weekly e-mail bulletin on topical issues (the Friday mini *eUpdate*).
- Timely e-mail alerts on significant developments.
- The bi-monthly *eUpdate*, containing timely and relevant features and articles.
- The Association's web site (www.northantscalc.com).
- Access to NALC bulletins, Legal Topic Notes and Legal Briefings.

Voice & Representation

We work to maintain relationships with local government and community organisations in the county as well as building links at regional, national, and even international level. We do this through:

- Regular meetings with unitary council officers and elected members.
- Representing parish and town councils on boards and panels whose work impacts on our member councils.
- Electing directors as representatives to various outside bodies.
- Responding to local, regional, and national consultations that affect member councils.
- Gathering member councils' views through surveys, seminars, and conferences.
- Consulting the Northants CALC Councillor Panel, giving a direct voice to parish and town councillors and ensuring that the diverse nature of member councils is represented.
- Understanding and responding to the issues that affect larger councils through the Northamptonshire Larger Councils Partnership (NLCP), a grouping of the thirty largest parish and town councils in the county.
- Representing parish and town councils in Northamptonshire at the Federation of East Midlands Associations of Local Councils (FEMALC).
- Lobbying the National Association of Local Councils (NALC) for policy and legislative changes to benefit member councils.

Internal Audit Service (IAS)

All councils must appoint an internal auditor who is independent and competent. Since 2000 Northants CALC has managed a panel of auditors on behalf of member councils that:

- Provides independent auditors, most of whom are practitioners in the county.
- Offers affordable rates for internal audit (doubled for non-member councils).
- Ensures auditors are competent through quarterly briefing meetings.
- Supports councils to improve governance and accountability standards and avoid expensive fines and penalties.

Police Liaison Representative (PLR)

Northants CALC manages and administers the PLR Scheme where every parish and town council and parish meeting appoints a person (who could be a councillor, officer, or member of the public) to act as a single point of contact for the police. It is the same principle as the Parish Paths Warden Scheme for rights of way and the Highways Representative Scheme for highways.

<https://www.northantscalc.com/plr>

Data Protection Officer (DPO) Service

The Association acts as the named Data Protection Officer (DPO) for 190 of the county's 220 councils. The DPO Service:

- Provides a dedicated email address and named officers for the Service.
- Informs and advises the Council and its employees about their obligations to comply with the General Data Protection Regulations (GDPR) and other data protection laws.
- Monitors compliance with the GDPR and other data protection laws, including managing internal data protection activities, advise on data protection impact assessments; train staff and conduct internal audits.
- Is the first point of contact for supervisory authorities and for individuals whose data is processed (employees, customers etc).

Councils are not required by law to appoint a DPO, but it is a very useful facility to have.

Energy Buying Partnership

Northants CALC partnered with Weedon-based Clear Utility Solutions (CUS) in 2020 to provide a solution for member councils in Northamptonshire who wished to save money on electricity costs and reduce their carbon footprint. As a broker with access to green energy suppliers, CUS offered a solution for both. CUS has taken the time and trouble to understand the parish and town council market and the customer service ethos that CUS has fits very well with the parish sector. Following the successful implementation in Northamptonshire, CUS now provides the services to nearly twenty County Association's in England.

The partnership with CUS has saved over £1.2 million of public money since September 2020 and 900,000 kilograms of CO2 emissions has been prevented by recommending 100% green suppliers.

<https://www.clearutilitysolutions.com/ncalc-partnership>

WORKING WITH THE UNITARIES

Northants CALC has a very close working relationship with North Northamptonshire Council (NNC) and West Northamptonshire Council (WNC). Chief Executive, Danny Moody, is responsible for the relationship with WNC, and Deputy Chief Executive, Lesley Sambrook Smith, is responsible for the relationship with NNC. Relationship management includes:

- Attending meetings of full council and Executive (NNC) or Cabinet (WNC).
- Attending committee meetings as appropriate.
- Monitoring all meeting agendas and papers for items of interest to member councils.
- Engaging with the Local Area Partnerships (LAPs)
- Regular meetings with relevant officers, including communities, planning, highways, legal, elections, and finance.
- Ad hoc topic-specific meetings with officers and members.
- Advising on the development of policies and procedures that affect parish and town councils.
- Disseminating information to member councils on behalf of the unitaries.
- Helping design parish forums, conferences, and seminars.

The unitary councils recognise Northants CALC as the trusted and respected voice of the parish and town council sector.

REGIONAL & NATIONAL NETWORK

Northants CALC is a member of the Federation of East Midlands Associations of Local Councils (FEMALC). We work closely with colleagues at the Leicestershire & Rutland, Derbyshire, Nottinghamshire, and Lincolnshire Associations. Officers of the five CALCs meet monthly, and representatives of the boards of directors meeting biannually.

Northants CALC works closely with the National Association of Local Councils (NALC), which is based in London. Northants CALC appoints one of its directors to represent the Association on the NALC National Assembly, which meets four times a year. A parish or town council is a member of the national association by virtue of its membership of its county association.

The fees for NALC and Northants CALC are charged separately but collected in one invoice. Northants CALC collects the NALC fee and passes it on to NALC.

NALC web site: <https://www.nalc.gov.uk>

OUR FUNDING & RESOURCES

The Association has income from two main sources:

- Membership subscriptions – 60%
- Earned income (training, IAS etc.) – 37%

The three largest elements of expenditure are:

- Staff costs – 62%
- Direct Service Costs – 16%
- NALC Affiliation Fee – 10%

The Association has four members of staff representing 3.9 Full Time Equivalents. The Association does not have a permanent office but has bases throughout the county for meetings and training. The staff work from home and are connected remotely through Microsoft Teams.

Subscription fees are average to high when compared to other County Associations whilst services are ranked at the highest end. Northants CALC consistently “bats above its weight” at national level. The smallest member councils currently pay in the order of £120 per annum, whereas the largest councils pay up to £5,611 (figures exclude NALC element).

Prior to 2008 the Association existed as a very small organisation reliant on other organisations for its survival. The organisation has grown markedly over the past sixteen years and has become independent, autonomous, and fit for purpose.

The Association survives and thrives through parish and town councils and parish meetings joining as members. Membership of the county association is not mandatory for parish and town councils, but all councils in Northamptonshire benefit from there being a county association and so there is a moral argument for joining. Councils who are not in membership benefit from the presence of the county association, but the cost is borne by those in membership.

Where a county association has full membership, its voice is stronger, and the sector is better represented. Where all councils are contributing to the costs of a county association it will be strong and well resourced.

This leaflet sets out some of the key benefits of membership.

Northants CALC belongs to its member councils who shape its services and activities.

Parish and town councils are stronger together, and by collectively supporting Northants CALC, they are assured of quality services, value for money and a strong voice.

CONTACTS

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Northants CALC is open five days a week and we are here ready to take your call. Being a small team, you may occasionally need to leave a message, but you can be sure that we will respond at the earliest opportunity.



www.northantscalc.com

Follow Northants CALC on

The Twitter logo, consisting of the word 'twitter' in its characteristic lowercase, rounded font.

@ceo_ncalc

Duston Parish Council

Community Infrastructure Levy

Date	Description	Supplier	Income £	Expenditure £	Balance remaining £
25/10/2022	Cils received		209,024.29		209,024.29
09/02/2023	Tarmac Path into Grafton Way	Steve Tee Lawns and Landscaping		12,489.67	196,534.62
29/03/2023	Defibrillator in Errington Park	Community Heartbeat		2,810.00	193,724.62
12/04/2023	King's Coronation bench	David Ogilvie		1,815.00	191,909.62
02/05/2023	Fit bench	Amber		620.00	191,289.62
26/05/2023	Install winch for flags	Zephyr Flags		1,225.00	190,064.62
01/06/2023	Fit benches	Amber		1,597.00	188,467.62
08/06/2023	Flags	Zephyr Flags		119.80	188,347.82
14/06/2023	Welcome to Duston Signs	Sign of the Times		2,721.90	185,625.92
23/06/2023	Cils received		3,344.81		188,970.73
28/06/2023	Duston Wildes play equipment	Proludic		24,500.01	164,470.72
06/07/2023	Drainage at Mendips	Steve Tee Lawns and Landscaping		1,000.00	163,470.72
17/07/2023	Drainage at Mendips	Steve Tee Lawns and Landscaping		3,952.85	159,517.87
18/07/2023	Play equipment inspection	Proludic		475.00	159,042.87
18/07/2023	Haydown play equipment	Proludic		15,299.75	143,743.12
27/07/2023	Planters	G Ellis		1,895.00	141,848.12
28/07/2023	Traffic speed signs	Swarco		7,300.00	134,548.12
15/08/2023	Fit signs	Amber Screen and Display		550.76	133,997.36
17/08/2023	Lest We Forget Seat	David Ogilvie		1,535.00	132,462.36
31/08/2023	Lomond Seat	David Ogilvie		1,034.00	131,428.36
31/08/2023	Bleed control cabinet	Turtle Engineering Ltd		479.98	130,948.38
18/09/2023	Roslin bench	Broxap		734.00	130,214.38
21/09/2023	Gate Timken Field	Amber Screen and Display		1,634.00	128,580.38
22/09/2023	Fence board and post	Amber Screen and Display		470.00	128,110.38
03/10/2023	Polytunnel Grow Together allotment	Premier Polytunnels		775.82	127,334.56
16/10/2023	Remove vegetation Mendip Park	Complete Ground Management		4,240.00	123,094.56
20/10/2023	Planters	Broxap		5,609.00	117,485.56
24/11/2023	Cils received		9,237.15		126,722.71
11/12/2023	Planters	Gordon Ellis & Co		990.00	125,732.71
02/02/2024	Westfield bench removal	Amber Screen and Display		794.00	124,938.71
02/02/2024	Errington bench removal	Amber Screen and Display		1,240.00	123,698.71
02/02/2024	Rose bench	David Ogilvie		1,545.00	122,153.71
02/02/2024	Goal post and nets	Htsa Goal		1,464.83	120,688.88
11/03/2024	2 planters and plants	E M Pell		1,719.44	118,969.44
21/03/2024	Tree of Hope carving part payment	P Leadbetter		2,300.00	116,669.44
		Totals	221,606.25	104,936.81	116,669.44

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

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

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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

1. General

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

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

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

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

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

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft budgets.}

4.3. No later than [month] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [three financial years]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

- 4.6. The draft budget {with any committee proposals and [three-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [three-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£3,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£3,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
 - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
 - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
 - the council for all items over [£5,000];

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [name bank]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
- i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
 - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve

transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to [the Clerk and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

10. Petty Cash

10.1. {The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

11. Payment of salaries and allowances

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

12. Loans and investments

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

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. {The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

14. Payments under contracts for building or other construction works

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

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

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

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

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

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

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to the council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

- 17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

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

19. Suspension and revision of Financial Regulations

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

Appendix 1 - Tender process

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

Date: 27/04/2024

Duston Parish Council

Page 1

Time: 11:03

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024	12	39,669.99
			39,669.99
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			39,669.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			39,669.99
		Balance per Cash Book is :-	39,669.99
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024	12	627,314.99
			<u>627,314.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			627,314.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			627,314.99
		Balance per Cash Book is :-	627,314.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024	12	87.27
			87.27
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			87.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			87.27
		Balance per Cash Book is :-	87.27
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Duston Parish Council Petty cash count and reconciliation

Mar-24	Float	
	Per count	
	20	60.00
	10	10.00
	5	5.00
	2	2.00
	1	7.00
	0.5	1.50
	0.2	1.20
	0.1	0.50
	0.05	0.00
	0.02	0.06
	0.01	0.01
		<u>87.27</u> IN TIN
In safe		0.00
		<u>87.27</u> Agreed

Reconciliation to RBS	Mar-24	
In tin b'wd		95.23
Cash received (trf from bankings sheets)		
Trf in from cash takings		
Trf to Facilities float		
Trf in from facilities		
		<u>95.23</u>
Cash paid out in month		<u>7.96</u>
= Cash in tin		87.27
		0.00
Balance per RBS		<u>87.27</u>

Petty cash expenses paid

Ref	Description	£
PC1	Water for meeting	7.96
		<u>7.96</u>

Bank Reconciliation Statement as at 31/03/2024
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	31/03/2024	3	85.36
			85.36
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			85.36
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			85.36
		Balance per Cash Book is :-	85.36
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

27/04/2024

Duston Parish Council

Page 1

10:19

PURCHASE LEDGER INVOICE LISTING

User: NG

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
20/03/2024	90877		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1st R alarm response St L
25/03/2024	91201		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1st Reaction Alarm response
30/03/2024	91429		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1st R alarm response St L
30/03/2024	91482		1ST REACTION	1ST001	35.00	7.00	42.00	4160	102	35.00	1st R alarm response St L
31/03/2024	921868		AES CONTROL	AES001	400.00	80.00	480.00	4225	102	400.00	AES boiler repairs
31/03/2024	E2018538475		ALLSTAR	ALL001	52.46	10.49	62.95	4145	212	52.46	Allstar fuel
31/03/2024	32929		AMBER SCREEN	AMBS001	168.00	33.60	201.60	4227	211	168.00	Amber 12 signs illegal to park
17/03/2024	1867		ANGELL PLUMBING	ANG001	142.00	0.00	142.00	4227	102	142.00	Angell St L hand basin unblock
06/03/2024	13248234		ANGLIAN WATER	ANGLO1	787.41	0.00	787.41	4207	101	787.41	Wave DCC 5.12.23-5.3.24
02/03/2024	81687		ASHBY COMP	ASH002	154.76	30.95	185.71	4101	201	154.76	Ashby Comp - MS365
05/03/2024	81721		ASHBY COMP	ASH002	100.00	20.00	120.00	4102	201	100.00	Ashby Com Software support
31/03/2024	AVIVAMAR24		AVIVA	AVIVA001	640.66	0.00	640.66	4000	101	297.30	AVIVAMAR24/AVIVA
01/03/2024	CHGSMAR24		BARCLAYS	B0001	25.35	0.00	25.35	4125	201	25.35	CHGSMAR24/Barclays
01/03/2024	67622		BARNWELL TRAILERS	BARND02	1,625.00	325.00	1,950.00	4220	211	1,625.00	Barnwell for Williams trailer
13/03/2024	BCARDMAR24		BARCLAYCARD	BCARD	1,470.61	179.27	1,649.88	4227	101	99.81	Bcard - misc maintenance
								4225	101	143.55	Bcard misc repairs
								4019	201	66.60	Bcard SLCC training
								4151	101	133.32	Bcard vacuum
								4115	201	45.39	Bcard stationery
								4128	215	112.00	Bcard polytunnel
								4128	215	387.49	Bcard pergolas
								4015	201	0.92	Bcard parking
								4101	201	184.53	Bcard, Matchimp, MSF, Canva,ad
								4060	201	298.00	Bcard SLCC GY membership
01/03/2024	INV-10090		BDP PUBLICATIONS	BDP001	460.00	0.00	460.00	4130	204	460.00	B&D In and Around Duston

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
25/03/2024	188959		BOSTON SEEDS	BOST01	404.16	80.83	484.99	4128	215	404.16	Boston Seed willflower seed
05/03/2024	520700510		BRITISH GAS	BRIT01	2,369.99	473.99	2,843.98	4206	101	2,369.99	B Gas elect DCC 1.2 -29.2.24
31/03/2024	V11528564/MAR24		CATHEDRAL	CATH01	539.49	107.90	647.39	4226	201	35.97	Cathedral leasing hygiene bins
								4226	101	251.76	Cathedral leasing hygiene bins
								4226	102	251.76	Cathedral leasing hygiene bins
24/03/2024	5687		DA HEATING LTD	DA001	100.00	20.00	120.00	4227	102	100.00	D A Heating boiler leak
25/03/2024	S111180		DATS PRINT SERVICES	DATS001	74.00	14.80	88.80	4128	215	74.00	Dats Print Wellbeing stickers
01/03/2024	240300147410		DBFB	DBFB	60.05	12.01	72.06	4230	102	60.05	DBFB St L CCTV
01/03/2024	240300147758		DBFB	DBFB	318.97	63.79	382.76	4120	201	318.97	DBFB telephone/broadband
07/03/2024	ALLOT24		DUSTON HORTICULTURAL	DHA001	88.50	0.00	88.50	4128	215	88.50	DHA allotments
14/03/2024	PLAYER		DUSTON PLAYERS	DP0001	1,000.00	0.00	1,000.00	4080	203	1,000.00	Players - grant
26/03/2024	602080317		EDDISONS	EDD001	2,750.00	550.00	3,300.00	4225	102	2,750.00	Eddisons St L Building survey
31/03/2024	6725		NATALIE GREEN & CO.	GREEN001	1,790.00	358.00	2,148.00	4050	201	1,790.00	N Green accountspayroll etc
31/03/2024	CLLR MAR 24		HMRC	HMRC01	460.00	0.00	460.00	4041	202	460.00	CLLR MAR 24/HMRC PAYE & NI
31/03/2024	HMRC/MAR24		HMRC	HMRC01	5,828.00	0.00	5,828.00	4000	201	1,125.20	HMRC/MAR24/HMRC PAYE & NI
								4000	101	1,255.29	HMRC/MAR24/HMRC PAYE & NI
								4000	102	853.67	HMRC/MAR24/HMRC PAYE & NI
								4000	211	428.74	HMRC/MAR24/HMRC PAYE & NI
								4005	201	638.58	HMRC/MAR24/HMRC PAYE & NI
								4005	101	779.05	HMRC/MAR24/HMRC PAYE & NI
								4005	102	543.04	HMRC/MAR24/HMRC PAYE & NI
								4005	211	204.43	HMRC/MAR24/HMRC PAYE & NI
31/03/2024	62486014		HSS HIRE	HSS01	56.88	11.38	68.26	4225	211	56.88	HSS - Mesh fence hire
21/03/2024	SL172		LEADBETTER PETER	LEA001	2,300.00	460.00	2,760.00	4128	215	2,300.00	Leadbetter Tree of Hope Clis
								332		-2,300.00	Leadbetter Tree of Hope Clis
								6000	215	2,300.00	Leadbetter Tree of Hope Clis
31/03/2024	LGSS MAR24		NCC - PENSION	LPGS	3,274.46	0.00	3,274.46	4000	201	337.47	LGSS pension
								4000	101	89.63	LGSS pension
								4000	102	249.76	LGSS pension

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	
31/03/2024	6650230383		LYRECO	LYR001	430.06	86.01	516.07	4151	101	430.06	Lyreco - cleaning materials	
31/03/2024	6650230384		LYRECO	LYR001	75.00	15.00	90.00	4227	101	75.00	Lyreco first aid units	
12/03/2024	KMD025		NPTONSHIRE ACRE	NA001	35.00	7.00	42.00	4060	201	35.00	Acre - membership	
15/03/2024	INV-3517		NCALC	NCALC01	84.00	16.80	100.80	4019	201	84.00	NCalc GDPR training	
11/03/2024	PELL5534		PELL E M	PELL01	1,719.44	343.89	2,063.33	4220	211	1,719.44	Pell plants in 2 planters CILs	
										332	-1,719.44	Pell plants in 2 planters CILs
										6000	1,719.44	Pell plants in 2 planters CILs
27/03/2024	297221		PATHFINDER LEGAL	PLS	286.16	50.19	336.35	4055	201	286.16	Pathfinder Sandy Lane OpenSp	
31/03/2024	CLLSMAR24		SALARIES	SALARIES01	2,290.00	0.00	2,290.00	4041	202	2,290.00	Councillor's allowance Mar 24	
31/03/2024	SALARIESMAR24		SALARIES	SALARIES01	18,238.03	0.00	18,238.03	4000	201	4,629.09	SALARIESMAR24/STAFF SALARIES	
										4000	6,584.14	SALARIESMAR24/STAFF SALARIES
										4000	4,754.68	SALARIESMAR24/STAFF SALARIES
										4000	2,163.85	SALARIESMAR24/STAFF SALARIES
										4015	41.60	SALARIESMAR24/STAFF SALARIES
										4128	64.67	JENNY EXPENSES PD
31/03/2024	0001918717		SRCL LTD	SRCL	170.08	34.02	204.10	4155	101	95.42	SRCL waste removal	
										4155	74.66	SRCL waste removal
16/03/2024	IN00537409		SOUTHERN ELECTRIC	SSE01	1,423.43	284.69	1,708.12	4205	102	1,423.43	SSE Gas 1/11/23-28/2/24	
01/03/2024	IV00463875		SOUTHERN ELECTRIC	SSE01	4,885.71	977.14	5,862.85	4206	102	4,885.71	SSE Elec St L 29/9/23-14/1/24	
16/03/2024	IV00467494		SOUTHERN ELECTRIC	SSE01	96.09	19.22	115.31	4205	102	96.09	SSE Gas St L 1/11/23-30/11/23	
14/03/2024	IV00484326		SOUTHERN ELECTRIC	SSE01	23.07	4.61	27.68	4205	102	23.07	SSE Gas St L 1/11/23-31/12/23	
16/03/2024	IV00529644		SOUTHERN ELECTRIC	SSE01	112.75	22.55	135.30	4205	102	112.75	SSE gas ST L 1/11/23-31/1/24	
25/03/2024	003243		THOMSON	THOM01	320.00	0.00	320.00	4128	215	320.00	S Thompson DFD entertainer	
29/03/2024	103190		TRANTRER	TRAN01	683.36	136.67	820.03	4226	102	683.36	Tranter fire ex maintenance	
20/03/2024	149		SIMON TURNER	TURNO01	240.00	0.00	240.00	4128	215	240.00	Simon Turner DFD photos	
01/03/2024	TVMAR24		TV LICENSING	TV001	13.25	0.00	13.25	4062	101	13.25	TVMAR24/TV Licensing	

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
31/03/2024	NMP1227876		VEOLIA	V0002	595.84	119.17	715.01	4155	101	426.60	Veolia waste removal
								4155	102	169.24	Veolia waste removal
31/03/2024	NMP1227877		VEOLIA	V0002	33.60	6.72	40.32	4155	102	33.60	Veolia waste St L
22/03/2024	B4-643077373		VODAFONE	VODA01	121.44	18.27	139.71	4121	101	60.72	Vodafone mobiles
								4121	102	60.72	Vodafone mobiles
11/03/2024	WNCDDC		WEST NORTHANTS COUNC	WNC001	1,646.70	0.00	1,646.70	4200	101	1,646.70	WNC rates DCC
11/03/2024	WNCOFF3		WEST NORTHANTS COUNC	WNC001	1,469.68	0.00	1,469.68	4200	102	1,469.68	WNC rates office 3 St L
11/03/2024	WNCOFF4		WEST NORTHANTS COUNC	WNC001	2,305.38	0.00	2,305.38	4200	102	2,305.38	WNC rates Office 4
11/03/2024	WNCSTL		WEST NORTHANTS COUNC	WNC001	1,022.95	0.00	1,022.95	4200	102	1,022.95	WNC rates ST L
31/03/2024	WORLDMAR24		WORLDPAY	WORLDD001	34.70	2.21	36.91	4137	201	34.70	Worldpay March 24 cc chgs
08/03/2024	VOI0036743		ZENOFFICE	Z002	391.75	78.36	470.11	4107	201	391.75	Zen photocopier charges
TOTAL INVOICES					66,328.22	5,082.53	71,410.75			66,328.22	



DUSTON PARISH COUNCIL

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

Environment Committee Minutes
Thursday 18th April 2024

Chair: Cllr P Enright-King

Councillors Present:

Cllrs Craven, Dickenson, Ennis-Clark, Ingram,

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

EC99/24. To receive apologies for absence

- Apologies were received from Cllr Liddon.

EC100/24. To receive and approve for signature the minutes of the meeting held on Thursday 15th February 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 18th April 2024 were approved as a true record and duly signed by the Chair.

EC101/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

EC102/24. Public Participation Session

- Three members of the public present – three members of the local policing unit and a Designing Out Crime Officer
- Two members of the spoke upon Bants Lane Allotment

EC103/24. EV Charging Points

- **RESOLVED:** That the Clerk researches and creates a report detailing the installation / ongoing costs / income and planning requirements associated with Electrical Vehicle charging points, identifying appropriate locations.

EC104/24. Community Speed Watch

- **RESOLVED:** That the committee supports the Police suggestion of establishing local Community Speedwatch Groups and will share any relevant information via social media.

EC105/24. Partnership working with Police

- The Designing Out Crime Officer said she has been to Limehurst Square and looked at the local crime data. She said the data showed there was a stronger case for CCTV in other neighbours in the local area. CCTV at Limehurst Square would not necessarily prevent crime and anti-social behaviour. The representatives of the Police also spoke about break in of sheds at Bants Lane allotments.
- **RESOLVED:**
 - a) Not to pursue CCTV at Limehurst Square for the time being.
 - b) It is welcomed that the Police attended this meeting and it was hoped they would attend further meetings of the Parish Council in future.

EC106/24. Play Equipment Inspection

- **RESOLVED:**
 - a) That the play areas and gym equipment which Duston Parish Council get independently inspected (Errington Park, Mendip Park, Grafton Way Meadow, St Luke's Field, Quarry / Duston Wildes, and Haydown Green) was noted.

- b) That the Council includes Triumph Gardens and Westbury Close to the independent inspection rota.
- c) That Triumph Gardens and Westbury Close are included in routine inspections by the Council.

EC107/24. Tree Inspection for 2024/25

- The Clerk conducts tree surveys on a staggered schedule to spread survey and associated remedial cost over three years to ensure budget stability. However, many of the land transfers have not yet taken place.
- **RESOLVED:** Not to conduct tree surveys in 2024/25 until the land transfers have taken place.

EC108/24. Speeding In Alsace Close

- **RESOLVED:**
 - a) That the correspondence from a resident in Alsace Close (APPENDIX B) was received, discussed and noted.
 - b) That the Clerk obtains relevant permissions to install a Speed Activated Sign in Alsace Close and adds the location to the current speed activated sign location rota.

EC109/24. Tree to the Rear of Ashwood Road

- **RESOLVED:**
 - a) That the verbal update on a trees to the rear of Ashwood Road (APPENDIX C note: *the land does not belong to Duston Parish Council nor West Northamptonshire Council*) was received, discussed and noted.
 - b) That the Environment Committee recommends that Duston Parish Council does not continue in any further involvement in the dispute over ownership of the trees to the rear of Ashwood Road.
 - c) That the Environment Committee recommends not to conduct or fund any remedial works on the trees to the rear of Ashwood Road. It is noted that the tree is in private ownership in an area which is not used by the general public.

EC110/24. Tree of Hope Planting

- **RESOLVED:**

- a) That the discussion of the situation of planting around the Tree of Hope was noted.
- b) To purchase and plant established plants to create an informal barrier as opposed to any structures.

EC111/24. Tree Planting at Mendip Park

- As requested the Clerk has ordered some young trees from the Woodland Trust.
- Previously it was suggested Willow Trees could be purchased to help soak up some of the excess water.

- **RESOLVED:**

- a) The roots of any trees planted do not cause any damage to the recently installed Soakaway and Anglian Water Drains.
- b) To get small copse pack (x30 trees) from the Woodland Trust.

EC112/24. Limehurst Square

- **RESOLVED:** That the following ideas to improve Limehurst Square be investigated and communicated to the Community Services Committee:
 - The Bins be blocked on the North East openings to stop litter being blown out due to the design of the Square creating an artificial wind tunnel.
 - To research 'stick your gum / vape stickers here' poster to install around the Square with the aim of reducing the amount of gum and vape stickers scattered around.
 - Stick QR codes to the bins on the Square linking to the report function to ensure that the bins are being reported when full.
 - The cost and implications of installing something to block off the fly tipping hotspot from the public footpath.
 - The cost and staffing implications of installing hanging basket upon the lampposts around the square.



DUSTON PARISH COUNCIL

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

Resources and General Purposes Committee **Minutes 11th April 2024 7pm**

Chair: Cllr J Ennis-Clark

Councillors Present:

Cllrs Ingram, Maitland, Enright-King (arrived later on)

IN ATTENDANCE:

Gary Youens – Clerk

George Nemteanu – Facilities & Operations Manager

RGPC53/24. To receive apologies for absence

- Apologies were received from Cllrs Barnes.

RGPC54/24. To receive and approve the minutes for signature of the meeting held on 6th December 2023

- To agree that Cllrs Enright-King, Ingram and Ennis-Clark (Chair) were present at the meeting. Also present was the Clerk, Assistant Clerk and the Facilities & Operations Manager.
- That the minutes of the meeting held on the 6th December 2023 were approved as a true record and signed by the Chair (APPENDIX A).

RGPC55/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda .

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interest declared.

RGPC56/24. Public Participation Session.

- There were no members of the public present.

RGPC57/24. St Luke's Centre

- The Facilities & Operations Manager presented the report to Committee and what actions were now being taken. Some suggestions in the report can be acted on fairly quickly whereas other will needed to budgeted for.
- **RESOLVED:**
 - a) To note the commissioned report on St. Lukes Centre and the actions being taken by the Facilities & Operations manager.
 - b) The Clerk will chase West Northamptonshire Council again for a response on DPC request to take on the freehold.

RGPC58/24. Bargain Shop

- **RESOLVED:** To note the presentation from the Facilities & Operations manager of how the volunteers from the Bargain Shop are managed in accordance with the DPC Volunteer Policy.

RGPC59/24. Door Between Stage and Stage Access Corridor at Duston Community Centre

- The Stage Access Corridor is currently being used during the day by tenants. This would create a barrier between the stage when it is being used and the corridor. A door may also reduced some of the sound coming between the stage and the stage access corridor.
- It has also been suggested that another door be placed along the corridor towards the staff room and the upstairs. It was discussed whether this is necessary.
- **RESOLVED:**
 - a) That a door be placed between the stage and the stage access corridor.
 - b) That there should not be another door along the corridor towards the staff meeting room and the upstairs.

RGPC60/24. Volunteers for Duston Parish Council

- The Facilities & Operations Manager spoke of how the Volunteers Policy is being implemented on a practical level. The presentation included the procedures and expectations when using volunteers for Duston Parish Council activities.
- **RESOLVED:** To note the presentation from the Facilities & Operations Manager on using volunteers and the processes involved.

RGPC61/24. Duston Parish Council Website

- **RESOLVED:** After considering a range of options it agreed to stay with the current provider Cuttlefish. Once the contract is renewed there will be a new upgrade to the existing website.

RGPC62/24. Sound System Quote

- The Clerk said looking at a new Sound System for Duston Community Centre was part of their appraisal. He asked the Facilities & Operations Manager to get various quotes and proposals.
- The Clerk explained that the cost was fairly high and therefore the money could not be found in this year budget unless something else is cut.
- **RESOLVED:** In principle agree to a new Sound System but recommend to Council this is put in next year budget.

RGPC63/24. Staff Handbook

- As part of the Clerk appraisal was to produce a staff handbook which combines all current HR policies.
- **RESOLVED:** That the Clerk puts together a draft staff handbook to present to a future meeting.

RGPC64/24. Clerk Training

- As part of the appraisal process is recommended the Clerk achieve Community Governance (Level 4) qualification which is the grade above CILCA.
- The Clerk explained at present there was no funding available in the budget but could be in next year budget 2025/26 subject to approval from Council.
- **RESOLVED:** In principle agree to the course but recommend to Council this is put in next year budget 2025/26 unless the money can be found in the meantime.

RGPC65/23. Budget Monitoring

- a) The Budget Monitoring Report until December 2023 (APPENDIX F) was noted.
- b) That the following has been taken from General Reservices in 2023/24
 - Sign at St Lukes Centre £2132
 - Roof Repairs at St Lukes Centre £15,720
 - Tree Maintenance in parks £11,800
 - Councillor IT provision (final figure not yet known).

RGPC66/24. Tenants at Duston Community Centre

- The Clerk said Squirrels Nursery now had new owners which are Kids Planet. Kids Planet inherit the existing lease with Duston Parish Council. Kids Planet have said they look forward to working with Duston Parish Council over the coming years.

RGPC67/24. Outstanding PWLB Debt Balance

- **RESOLVED:** To note the existing PWLB balance of £1,481,881.70

RGPC68/23. Exclusion of Press and Public

- **RESOLVED:** That the public and press be excluded from the meeting for item RGPC52/23. HR Matters was approved.

RGPC69/23. HR Matters

- **RESOLVED:**
 - a) The Clerk to work with HR Sub-Committee Councillors and Cllrs Littlewood and Ingram to look into staffing issues and structure.
 - b) No member of staff to receive any additional pay or hours outside their existing contracts until the staff review has been completed.

Meeting ended at 8:48PM



DUSTON PARISH COUNCIL

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

Community Services Committee
Minutes 9th May 2024 7PM

Chair: Cllr S Maitland

Councillors Present:

Craven, Ennis-Clark, Roper, Golby

IN ATTENDANCE:

Gary Youens – Clerk

Ryan Ikavnieks – Assistant Clerk

Alison Grantham – BCD Manager

Cllr Joanne Mumford

Cllr Bill Littlewood

CSC75/24. To receive apologies for absence

- Apologies were received from Cllr Enright-King

CSC76/24. To receive and approve the minutes of the Community Services Committee on Thursday 14th March 2024 (APPENDIX A)

- **RESOLVED:** That the minutes of the meeting held on Thursday 14th March 2024 were approved as a true record and duly signed by the Chair.

CSC77/24. To receive declarations of interest under the Council's Code of Conduct related to business on the agenda

- Members were reminded of the need to declare any interests in the items on this agenda, whether pecuniary or otherwise. There were no interests declared.

CSC79/24.Free2Talk Report

- This will need to be rearranged as a representative of Free2Talk was not available. This will be rescheduled.

CSC80/24. Community Service Committee Working Parties

- **RESOLVED:** That the following verbal reports were received:
 - a) Promotion & Marketing: Cllrs Ennis-Clark & Enright-King
 - That the Promotion & Marketing working party has not met since the previous meeting. Cllr Enright-King is going to arrange a meeting with Cllr Ennis-Clark.
 - b) Youth: Cllr Roper (Chair), Maitland, Golby & Ennis-Clark
 - There are working a report to go to Full Council.
 - c) Limehurst Shopping Centre: Cllr Maitland
 - It proposed that the first step is to discuss with the nearby residents what they would like to see happen with that green space. Cllr Maitland said that Limehurst Square is looking much better.
 - d) Grants: Maitland, Roper, Ennis-Clark, Craven
 - The Clerk reported there has been a couple of enquiries about grants but nothing has been handed in.

CSC81/24. Newsletter

- The Assistant Clerk presented the draft newsletter and said he noticed some minor alterations need to be made.
- There was a discussion about the newsletter and it was agreed that the advertisements and map could be dropped to make room for other information. There were lots of good ideas but not all of them could be accommodated in the first issue.
- It was suggested that the Newsletter is printed on recycled paper.
- The Clerk advised that this Newsletter was unbudgeted and Council would need to agree how to pay for it.

- **RESOLVED:** The Assistant Clerk will make the alterations and bring to a Council meeting for final approval.

CSC82/24. Annual Parish Meeting

- **RESOLVED:** Cllr Golby will contact a Director at West Northamptonshire Council to see if they can come and be part of the Annual Parish Meeting.

CSC83/24. Councillor Surgeries

- **RESOLVED:**
 - a) To continue with Councillor Surgeries but consider if other places such as the Library most also be used.
 - b) It would preferable if DPC table was kept in the main marquee at Duston Fun Day as this has a higher footfall and therefore easier for councillors to speak to people.

CSC84/24. Grants

- **RESOLVED:** The Clerk will discuss with NCALC about the legalities of giving small sums of money to start up voluntary groups which do not have bank accounts or constitutions.

CSC85/24. Provision For Older People in Duston

- The BCD Manager gave a verbal update on DOWPA and the Good Neighbours Scheme.
- It was recognised the great work that DOWPA has done in the past.
- **RESOLVED:** This work is currently being done within the recently adopted DPC Health & Wellbeing Strategy as approved by Council.

CSC86/24. Indoor Car Boot Sales

- The Clerk reported that these continue to be successful and are held about once a quarter in Duston Community Centre from 9am to 12 noon. It is £10 per table and people must pre-book. Entry for the public is free.
- **RESOLVED:** To note the verbal update from the Clerk on the DPC Indoor Car Boot Sales.

Meeting ended at 8:26 PM

10.6. Community led housing

- 10.6.1. The Council will support community led housing groups to deliver affordable housing and will work with town and parish councils and community groups to deliver rural affordable schemes and community led homes for residents. Local communities may take the opportunity to identify and plan for local housing needs through neighbourhood planning or other community planning documents. In all cases, the local housing need will be evidenced by an up- to-date parish level housing needs survey (HNS) undertaken by the Council or a housing needs assessment (HNA) prepared by an applicant using an approach agreed with the Council. HNSs and HNAs are considered to be up- to-date for three years.

Policy HO2 – PSID Affordable Housing

- A. Affordable housing will be provided as a proportion of the total number of dwellings to be delivered on individual sites of 10 or more dwellings (net gain).

(In the submission version of this Plan, the requirements in this policy will be expressed as a %age and will be informed by the HENAU and viability evidence).

- B. Where the Council considers that:
- i. a site has been artificially subdivided in order to avoid the application of this policy, or
 - ii. a scheme is proposed at an artificially low density the entire area assumed to be developed at a suitable density will be used to assess the required provision of affordable housing.
- C. Levels of affordable housing below the requirements identified will only be acceptable where evidence of viability or other constraints is clearly presented to and agreed by the Council. Developments over 500 units will be expected to include an upward only review clause.
- D. A minimum of 10% of the total number of dwellings on sites of 10 or more dwellings will be expected to be a form of Affordable Home Ownership.
- E. A minimum of 25% of affordable dwellings secured through planning obligations should be First Homes, to which a local connection test will apply.
- F. The affordable dwellings will be provided on-site unless off-site provision or an appropriate financial contribution can be robustly justified, and the agreed approach must contribute to the objective of creating mixed and balanced communities. 25% of these contributions should be used to secure First Homes.
- G. The Council will support community led affordable housing schemes where they are supported by a local housing needs survey or assessment and have been subject to extensive and meaningful community consultation and engagement prior to the submission of a planning application. This includes sites brought forward through neighbourhood development plans.

- H. All developments incorporating affordable dwellings should ensure that:
- i. The affordable dwellings are designed to be indistinguishable from market dwellings and should be distributed throughout the site in small groups or clusters; and
 - ii. The affordable dwellings are located to maximise opportunities for future residents to access services and facilities by walking, cycling or public transport; and
 - iii. The affordable dwellings will be owned by a registered provider; and
 - iv. Arrangements will be in place for the management and occupation of the affordable dwellings to ensure that they will be available and affordable in perpetuity for people in local housing need.
- I. With the exception of affordable home ownership all affordable housing will be allocated in accordance with the West Northamptonshire Council Allocations Scheme.

WNLN objectives: 10, 12

10.7. Build to Rent

- 10.7.1. Build to Rent is a distinct asset class within the private rented sector that has been defined in the NPPF glossary, in order to simplify its treatment within the planning system.
- 10.7.2. Build to Rent typically comprises developments of multiple units (often above 100 units), that are institutionally owned and managed, and subject to longer tenancies designed to offer greater security and stability. Moreover, they can contribute to the delivery of affordable housing in the form of Affordable Private Rent. Because of this, and on account of the non-sale covenants Build to Rent schemes usually carry, the stipulation for 10% of new build dwellings to be affordable housing does not apply to Build to Rent development.
- 10.7.3. The HENAU identifies that the Council should consider a means of supporting Build to Rent in Northampton; however, it is acknowledged that other locations may be proposed over the lifetime of the Plan period.
- 10.7.4. In granting planning permission for Build to Rent the Council will consider the use of planning obligations to ensure the appropriate continued management of both affordable and private rent units; along with a mechanism to recoup ('clawback') the value of the affordable housing provision that is withdrawn if affordable private rent dwellings are converted to another tenure.

- 13.6.15. The Council will also safeguard areas of land for transport schemes which have been identified during the plan period, once their precise alignment has been defined.
- 13.6.16. The schemes identified in Policy TR3 either require land to be safeguarded to enable their delivery or are identified within this Plan for potential future transport schemes. The next version of this Plan will update on progress made on the evaluation of these schemes.

Policy TR3 – Future Transport Schemes

- A. Land is safeguarded, as shown on the policies map, to support the delivery of the following transport scheme:
 - i. South of the Towcester (A5) Southern Relief Road
- B. The following routes, as shown on the policies map, may be investigated for future transport use:
 - i. Former Northampton to Market Harborough railway line (which would necessitate a re-alignment of part of the North West Relief Road and a bridge over the line);
 - ii. Former Northampton to Brackmills railway line.
- C. Schemes would need to make compensatory provision for any loss of habitat, and in the case of Northampton to Market Harborough, a parallel opportunity for cycling and walking will need to be provided.
- D. Consideration will also be given to the provision of a Northampton Northern Orbital Road

WNLP objectives: 8,9

13.7. Canal network

- 13.7.1. Both the Grand Union Canal and a short stretch of the Oxford Canal pass through West Northamptonshire. With the exception of a short stretch in the former Northampton Borough, both canals are designated as conservation areas: the Oxford Canal in 2012 and the Grand Union Canal (part in 1995 and part in 2014). The Canal network has an important multifunctional role within the district and beyond. As well as its historical, architectural and educational value, the canal is an important landscape feature, with considerable biodiversity and ecological interest. The canal is an important part of the district's green infrastructure network providing a green corridor for wildlife, as well as playing a crucial role in conveying flood waters.
- 13.7.2. The canals also contribute towards economic and regeneration objectives by providing attractive locations for canal-side development including recreation,

benefit of a resolution to grant permission subject to the completion of a section 106 agreement. The southern part has permission and is under construction.

- Northampton West, allocated as N4 in the WNJCS, does not yet have planning permission for its southern part. The northern part has permission and is under construction.
- Northampton Upton Lodge, allocated as N9A in the WNJCS, does not yet have planning permission. An outline application has the benefit of a resolution to grant permission subject to the completion of a section 106 agreement. The western part of the allocation (Norwood Farm) has permission and is under construction.

5.5.7. In all cases if permission has not been granted when the submission version of this Plan is prepared they will be re-allocated in that plan.

5.6. Supporting Job Creation

5.6.1. In addition to the jobs that will be created on the regeneration sites identified in this Plan, there will be opportunities for further job creation on land allocated for employment use. These sites were allocated in the Northampton Part 2 Local Plan and are re-allocated in this Plan.

Policy N7 – Northampton, land allocated for employment

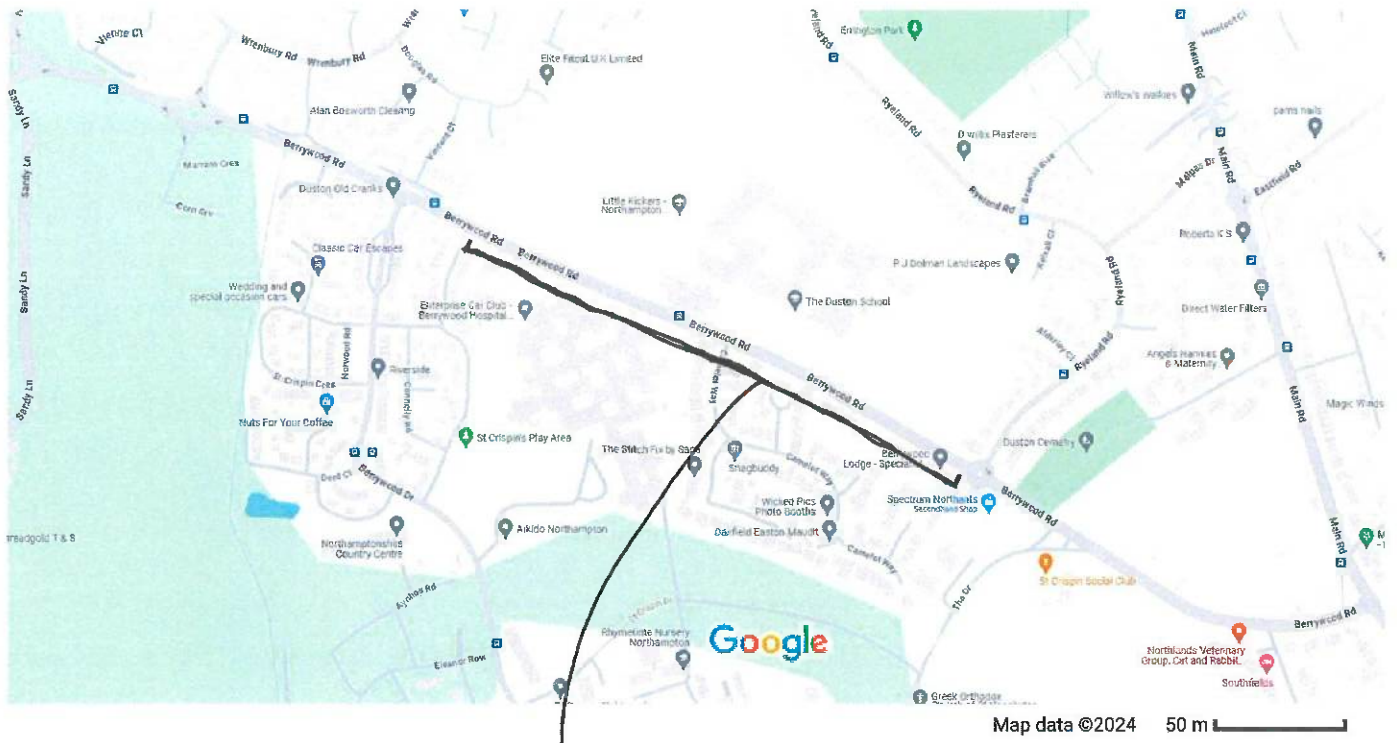
The following sites, as identified on the policies map, are re-allocated for employment use:

Reference	Address	Area (ha)	No. of jobs (indicative)
N7 (i)	Sixfields East	10.18	871
N7 (ii)	Crow Lane	2.92	94
N7 (iii)	Martin's Yard	1.4	194
N7 (iv)	Land at Waterside Way	0.98	445

WNLP Objectives: 7, 10, 14, 15

5.7. Strategic Distribution

- 5.7.1. The Economic Growth Chapter of this Plan sets out that there is a continuing demand for strategic logistics space. Some of that need will be met by existing provision including the Logistics Park at junction 15 of the M1 which is currently under construction.
- 5.7.2. The SEGRO Logistics Park Northampton Gateway (NG) facility is a large-scale logistics park located adjacent to J15 of the M1 with a Strategic Rail Freight Interchange (SRFI) that has been designated as a Nationally Significant Infrastructure Project (NSIP) and has a Development Consent Order (DCO) permitting development of up to 464,515 sq.m (5 million sq.ft) of distribution buildings. It consists of a 182 ha (450 acre) state-of-the-art multi-modal logistics development, which will accommodate around five million square feet of modern sustainable warehouse space and logistics facilities. It is anticipated that most schemes coming forward at the Segro Logistics Park will be in accordance with the DCO and will not, therefore, require planning permission.
- 5.7.3. The project aims to create in excess of 7,450 jobs and includes:
- A 14 ha (35 acres) Strategic Rail Freight Interchange
 - An intermodal freight terminal capable of handling trains up to 775m in length
 - Up to 5 million sq ft of distribution buildings
 - New road infrastructure and improvements on the A508, A45 and M1 J15
 - A508 Bypass of Roade village
 - Numerous junction improvements on the surrounding road network
 - Extensive landscaping, including new footways and cycleways
 - Planting of 60,000, trees and 30,000 shrubs
 - Over 32 ha (80 acres) of parkland and amenity grassland
- 5.7.4. Any planning applications submitted at the Gateway development will be considered in the context of policy EC9 in the Economic Growth Chapter, together with any other relevant policies.
- 5.7.5. As noted in the Economic Growth Chapter existing provision will not meet all of the demand in the plan period and therefore there is a need to provide more land for strategic logistics.
- 5.7.6. Land to the south of junction 15 of the M1 provides an opportunity to provide a facility in close proximity to the motorway and adjacent to the rail freight terminal which is currently being constructed.
- 5.7.7. Its location south of Collingtree and Grange Park, and within 5 – 10 minutes journey time of Northampton town centre, mean that the site is accessible to labour supply within a short distance of the site. To the south is the village of



Double Yellow Lines

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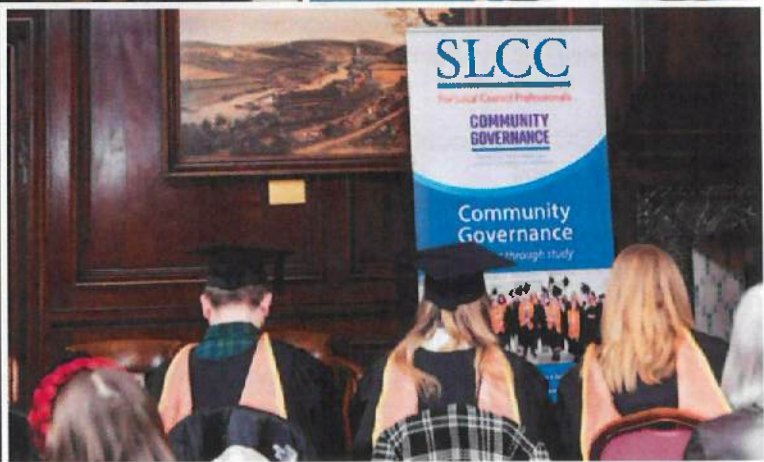
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CERTIFICATE OF HIGHER EDUCATION (LEVEL 4), THE PROFESSIONAL QUALIFICATION

Choose your qualification – students are able to achieve the Level 4 qualification without pressure to proceed to Levels 5 and 6.

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC1012 Building Communities (15 points)

Study a local community in depth and identify the community's social, environmental and economic assets. Discuss the principles, practices and benefits of community development for local democracy before considering how to build on these assets to strengthen community.

SLCC1001 Community Governance (15 points)

Focus on community leadership, community engagement and democratic processes. Consider the structures, functions and values of community governance, and the practices of stakeholders and policies affecting local communities.

SLCC1004 Community-led Planning (15 points)

Explore different techniques for community-led planning with emphasis on statutory neighbourhood plans and non-statutory plans. We suggest a range of tools for consultation, participation and collecting evidence.

SLCC1011 Local Council Finance (15 points)

Learn about the financial management of councils in England and Wales according to statutory proper practices. Consider the management of risks to public money and the statutory requirements for transparency.

SLCC1010 Local Council Law & Procedures (30 points)

Study the law, procedures, powers and duties for the management of town, community and parish councils in England and Wales. Find out how other councils operate.

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Unfortunately, student finance is not currently available for Level 4.

SLCC1006 Managing People (15 points)

Consider formal aspects of managing people such as employment law, recruitment and human resource policies. Explore ways of developing staff or councillors and reflect on the impact of personalities and the management of conflict.

OR

SLCC1007 Managing Projects (15 points)

Learn about project management for people working in local communities. You consider a practical project management lifecycle and tools for managing and evaluating the process.

SLCC1008 Organisational Governance (15 points)

Reflect on current practice to strengthen the governance of an organisation such as a community group, charity or local council. Investigate new ideas and recommend improvements.

SLCC1005 The Planning System (15 points)

Learn how the planning system in England and Wales impacts on local communities. Identify how the system works and examine power and influence in the system.

"I started Level 4 with trepidation in 2021 when unfortunately COVID-19 put an end to the face-to-face study days which reverted, like everything else, to on-line sessions. Despite this, the tutors were great, and help was only an email or phone call away. Year 2 soon came around and we were able to meet in person helping friendships develop and making learning easier (for me at least). My confidence has increased and I have developed as a clerk during the last two years. Level 5 was never originally in my plan, but I find myself a Year 1 student, embarking on the next phase!"

**Emma James PSLCC,
Clerk & RFO to Okehampton Town Council**

For more information please visit www.slcc.co.uk/community-governance

FOUNDATION DEGREE (LEVEL 5), LEADERS IN THE SECTOR QUALIFICATION

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC2001 Communities in the Political System (30 points)

Strengthen your understanding of the place of local communities in the political system. Examine the concept of a liberal democracy and the nature of community-based localism. Learn theories explaining power in the political system to help you analyse power and influence affecting local communities.

***SLCC2008 Researching Sustainable Communities (30 points)**

Examine the theory and practice of sustaining local communities including community development, local democracy and climate action. Develop investigative skills and practise participative democracy by carrying out research in a local community.

***SLCC2009 Professional Development (30 points)**

Develop personal and professional skills including independent and critical thinking, negotiation skills and reflective practice. Link the review of a book relevant to community governance to an associated activity undertaken in a local community or workplace setting. A field visit of up to five days may be organised to facilitate studying in a new setting.

SLCC2004 The Manager's Role (30 points)

Investigate and evaluate the strategic role of a manager working with one or more local communities. Draw up a management plan for a local community project.

"I have just started Level 5, 6 years after completing Level 4. Why? Simply because the value I felt that both I and my council gained from the Cert HE was such that we would improve yet further if I complete the full course. Our wide scoping knowledge that we accumulate to effectively do our job, is underlined by exploring the relevant legislation. Alongside our problem solving and innovation challenged to develop those completely transferable skills to the real life setting of our communities, equipped to get the best out of ourselves, our teams and our communities. I'm glad I'm studying again and would recommend this course to every clerk."

Julie Holden, Clerk to East Grinstead Town Council

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Level 5 students can apply for student finance (if they have studied Level 4.)
Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

*To be confirmed following approval by the University

HONOURS DEGREE (LEVEL 6), LEADERS IN THE SECTOR QUALIFICATION

How you study: The course is part-time and distance learning with two face-to-face events and one virtual event each year, and many opportunities to meet your tutors and fellow students online.

Start date: 1 February 2024

WHAT YOU WILL STUDY OVER TWO YEARS:

SLCC3004 Community Governance Research Project (30 points)

Examine a specific community governance topic that has an impact on the local community or the parish, town, community (local) council sector. Complete a major piece of research that shows originality within the local council sector.

SLCC3002 Delivering Public Services (30 points)

Examine the detailed and complex knowledge and planning required for the effective delivery of public services for a local community. Explore the meaning, purpose, funding and perception of public services. Consider how to explain public services to a public audience.

SLCC3003 Management & leadership (30 points)

Obtain a practical experience of management and leadership. Work in a team to organise and manage a thought-provoking training seminar relevant to the work of parish, community and town (or local) councils. Present your interim findings from your research project.

SLCC3001 Power & Politics in Community Governance (30 points)

Examine the intricate political context that has an impact on local community governance and questions the effectiveness of the UK's representative democracy at all levels. Focus on the complex and varied relationships between different tiers of government. Explore the tensions between a centralist government and localism and between confrontational party politics, consensus and coalition.

"I would like to thank the tutors on the Community Governance course for their patience, constructive criticism, support, encouragement and much more. You have been brilliant in allowing me to grow, reflect on my role as parish clerk, gain in confidence and succeed. This has been an entirely positive experience of higher education."

Belina Boyer PSLCC, Clipstone Parish Council and Bleasby Parish Council

The tuition fee for each qualification is £6,500* (£3,250 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually.

Level 6 students can apply for student finance (if they have studied Level 4 and 5.) Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

MASTERS IN PUBLIC LEADERSHIP (LEVEL 7)

How you study: The course is part-time and distance learning with one in-person event per module and many opportunities to meet your tutors and fellow students online.

Start date: 1 April 2024 (student intake every two years)

WHAT YOU WILL STUDY OVER TWO YEARS:

POPP5056 Leading Change (30 points)

Leading Change delves into the complexities of organisational transformation in public service delivery. It evaluates the challenges arising from the evolving governance of the public sector, while investigating the drivers of change. Students explore steps in leading change, from proposals and implementation to delivery. They consider how to build the values, behaviours, and culture that drive innovation and change. Students critically reflect on the appropriateness of different models of leadership in a variety of contexts, questioning debates over transactional and transformational leaders, while investigating the demands of adaptive and pragmatic leadership.

POPP5057 Empowering Communities (30 points)

Empowering Communities evaluates the complexities of working with local communities, considering how to translate the principles of community empowerment into practice. Students explore theories of community leadership, sustainable communities, and empowerment. They explore overcoming inequalities and boundaries across communities; mobilising community assets; determining levels of engagement across different communities; undertaking effective communication; and enhancing democratic community governance. Students reflect critically on conditions for effective community participation, while evaluating the potential for empowerment.

POPP5058 Collaborative Innovation (30 points)

Collaborative Innovation provides the opportunity to evaluate collaborative governance. Harnessing multiple perspectives, resources and interests is an approach for delivering transformation and place-leadership. This module engages with debate and explores the challenges of collaboration and collaborative leadership. Students reflect on forms of collaboration in the changing landscape of public service delivery, while evaluating different theoretical approaches. They investigate the cycle of collaborative innovation and the demands of everyday practices. Students assess the strategies and tactics of network formation; different styles of network leadership; management of collaborative outcomes; and questions of accountability and political anchorage. They investigate the skills essential for collaborative practitioners.

POPP5059 Designing Public Services (30 points)

Designing Public Services invites students to consider the meaning of public services in society and the breadth of service delivery models. Students are introduced to a range of models of service delivery, different arguments contained within them and their application in practice. This module engages with the 'visioning' of new services including options appraisals and project delivery. Students examine commissioning and procurement; insourcing and outsourcing; partnerships and joint ventures; shared services; mutuals and cooperatives; hybrid organisations; co-production; and services as structures and processes. The module considers public value creation and public services. Students reflect on how services provide value to the community and society.

POPP5060 Policy into Practice (30 points)

Policy into Practice is an opportunity to undertake an individual policy development project. Students are introduced to problem-based policy development, exploring the processes of designing and carrying out an evidence-based inquiry into an identified policy issue facing an organisation or a community of practitioners. Students investigate the key processes of research into practice, investigating problem-definition; undertaking an independent review of existing evidence; ensuring ethical guidelines; collecting, analysing, and interpreting different types of data; generating recommendations; and writing for policy. Students undertake an individual project, generating evidence to inform a policy briefing, leading to recommendations for policy development.

The tuition fee for each qualification is £7,000* (£3,500 per year) normally paid in instalments over two years with an initial deposit of £375 (the deposit covers administration and registration process for starting the course) which will be deducted from the final invoice. *Fees usually increase annually. Level 7 students can apply for student finance (if they have studied Level 4, 5 and 6.) Contact qualifications@slcc.co.uk for more information.

For more information please visit www.slcc.co.uk/community-governance

