

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

FULL COUNCIL

1st July 2021

Dear Councillor,

You are hereby summoned to a meeting of Duston Parish Council, which will be held at Duston Community Centre at Pendle Road, on **Thursday 8th July 2021 at 7pm** when the following business will be transacted.

AGENDA

- 30. To receive apologies for absence
- 31. To receive and approve the minutes of the meeting held on 3rd June 2021 (APPENDIX A)
- **32.** 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).
- 33. Public Participation Session

(Persons wishing to address Council on an agenda item may register their intention to do so at the above address by telephone or email by 12 noon on the day of the meeting and may speak for a maximum of 3 minutes).

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

Tel: 01604 583626

Email: office@duston-pc.gov.uk



34. Police Report

To receive the Police Report for the last period (APPENDIX B – To Follow).

35. Bank Reconciliations

To approve bank reconciliations for April 2021(APPENDIX C)

36. Invoices for Approval

To approve invoice payments for April 2021 (APPENDIX D)

37. Standing Orders

To approve the Council's Standing Orders (APPENDIX E)

38. Appointment of Internal Control Councillor

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

39. Appointment of Members to Conduct the Clerk's Annual Appraisal

To appoint two members to conduct the Clerk's annual appraisal

40. Committee Membership

To review membership of the Council's standing committees

41. Grant Policy

• To approve the Council's grant awarding policy (APPENDIX F)

42. Four-Year Action Plan

- a) To approve the creation of a four-year council action plan
- b) To instruct the council's standing committees to formulate recommendations for presentation to Council in August 2021

43. Fly-Tipping

To discuss fly-tipping

44. Gender Neutral Language

To discuss the use of gender neutral language

Justin Gleich

Duston Parish Clerk (signed on original)





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

FULL COUNCIL

MINUTES 3rd June 2021

CHAIRMAN:

Councillor Pape, in the Chair

PRESENT:

Cllrs Bottwood, Enright-King, Ellis-Clarke, Maitland,

IN ATTENDANCE:

Justin Gleich - Parish Clerk Gary Youens - Deputy Parish Clerk

11. Apologies

Council received apologies from Clrs King, Golby, Hinch, Stonehouse and Ingram.

12. Minutes of the meeting held on 1st April 2021

Council resolved to approve the minutes - (APPENDIX A)

13. Minutes of the Annual Meeting held on 20th May 2021

Council resolved to approve the minutes - (APPENDIX B)

14. Declarations of Interest

There were none

15. Public Participation Session

No members of the public were registered to speak

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16. Police Report

• Council received the Police Report for the last period (APPENDIX C) and instructed the Clerk to thank the police for the additional information.

17. Bank Reconciliations

- a) Council resolved to approve the bank reconciliations for February 2021(APPENDIX D)
- b) Council resolved to approve the bank reconciliations for March 2021 (APPENDIX E)

18. Invoices for Approval

- a) Council resolved to approve the invoice payments for February 2021 (APPENDIX F)
- b) Council resolved to approve the invoice payments for March 2021 (APPENDIX G)

19. Grants

- a) Council resolved to approve the grant application from Duston and Upton PCC (APPENDIX H)
- b) Council resolved to refuse the grant application from Ashwood & Sycamore Rd Neighbours (APPENDIX I)

20. Co-Options

 Having received applications from Monika Rogers, Miles Barnes and Sandra Roper for two vacancies in the ward of Old Duston, Council resolved by majority to co-opt Miles Barnes and Sandra Roper.

21. Code of Conduct

Council resolved to adopt the code of conduct of the new principal authority (APPENDIX
 J)

22. Appointment of Internal Control Councillor

· Council resolved to defer the item to the July meeting of Council.

23. Report of the Internal Auditor 2020/21

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

24. End of Year Accounts 2020/21

- a-1) Council resolved to approve the Annual Return 2020/21 (APPENDIX L)
- a-2) Council resolved to approve the Governance Statement 2020/21 (APPENDIX L)
- b) Council resolved to approve the End of Year Accounts 2020/21 (APPENDIX M)

25. Asset Register

Council resolved to approve the Asset Register 2020/21 (APPENDIX N)

26. Standing Orders

• Council resolved to defer the decision until the July meeting of Council (APPENDIX O)

27. Financial Regulations

• Council resolved to approve the Council's Financial Regulations (APPENDIX P)

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

Council resolved to proceed with the adoption (APPENDIX Q)

29. Fly-Tipping

• Council resolved to defer the item to the July meeting of Council





APPENDIX C

Date: 08/06/2021

Duston Parish Council

Page 1

Time: 15:54

Bank Reconciliation Statement as at 30/04/2021 for Cashbook 1 - Current A/c 03573680

User: NG

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Community A/c 3680	30/04/2021	4	52,423.46
		_	52,423.46
Inpresented Cheques (Minus)		Amount	
•		0.00	
	S 9		0.00
		_	52,423.46
Receipts not Banked/Cleared (Plus)			
2 2 2		0.00	
			0.00
		_	52,423.46
	Balance pe	er Cash Book is :-	52,423.46
		Difference is :-	0.00



DUSTON PARISH COUNCIL

Sort Code 20-61-51 Account No 03573680 SWIFTBIC BUKBGB22 IBAN GB16 BUKB 2061 5103 5736 80 Issued on 07 May 2021

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

Your Business Current Account

At a glance

Date	Des	cription	Money out £	Money in £	Balance £
30 Apr	Star	t Balance			36,220.31
	DD	Direct Debit to Aviva Pension Ref: 00117873890001	183.11	e e	36,037.20
	Giro	Direct Credit From Pbcs Ltd T/A PB Co Ref: Inv 4388		2,281.96	38,319.16
	Giro	Direct Credit From C K Childcare Ltd Ref: CK Childcare Ltd	2	12,499.97	50,819.13
		Direct Credit From Feather Care Ref: Inv No 4387		1,604.33	52,423.46
4 May	DD	Direct Debit to TV Licence MBP Ref: 3785257662	13.37	<u></u>	52,410.09
8	Giro	Direct Credit From Mr Designs Ref: Mr Des Suite2 Rent		1,770.56	54,180.65
5 May	DD .	Direct Debit to Vodafone Ltd Ref: 690818276-00001	57.76		54,122.89
6 Мау	(£)	Commission Charges For The Period 15 Mar /12 Apr	10.00		54,112.89
,	Giro	Direct Credit From Squirrels Childcar Ref: 4403		390.00	54,502.89
24		Business Banking Loyalty Reward For Period 15 Mar - 12 Apr		0.88	54,503.77
6 May	Bala	nce carried forward			54,503.77
23	Tota	al Payments/Receipts	264.24	18,547.70	

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

<u> 30 Apr - 06 M</u>	ay 2021
Start balance	£36,220.31
Money out	£264.24
▶ Commission charges	£10.00
► Interest paid £0.00	
Money in	£18,547.70
Loyalty Reward £0.88	3
End balance	£54,503.77

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

Date: 08/06/2021

Time: 16:00

Duston Parish Council

Bank Reconciliation Statement as at 30/04/2021 for Cashbook 2 - Business Saver A/c 63253058

Page 1

User: NG

		34	
Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver A/c 3058	30/04/2021	4	490,537.92
		_	490,537.92
Unpresented Cheques (Minus)		Amount	0 8
-		0.00	
		9 (8	0.00
		8	490,537.92
Receipts not Banked/Cleared (Plus)		0.00	
			0.00
		w	490,537.92
	Balance p	er Cash Book is :-	490,537.92
	2	Difference is :-	0.00



DUSTON PARISH COUNCIL

Sort Code 20-61-51 Account No 63253058

SWIFTBIC BUKBGB22

IBAN GB52 BUKB 2061 5163 2530 58

Issued on 04 May 2021

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

Your Business Premium Account

At a glance

Date	Description	Money out £	Money in £	Balance £
2 Apr	Start Balance			500,537.92
15 Apr	to Account 03573680 at 20-61-51 Account TOP Up Internet Banking	10,000.00	ii .	490,537.92
30 Apr	Balance carried forward			490,537.92
	Total Payments/Receipts	10,000.00	0.00	

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

02 - 30 Apr	2021		
Start balance	£500,537.92		
Money out	£10,000.00		
Money in £0.00			
▶ Gross interest ear	ned £0.00		
End balance	£490 537 92		

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

Date: 08/06/2021

Duston Parish Council

Page 1 User: NG

Time: 16:21

Bank Reconciliation Statement as at 30/04/2021 for Cashbook 5 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/04/2021	4	7.08
W.		_	7.08
Inpresented Cheques (Minus)		Amount	
		0.00	
		g	0.00
			7.08
Receipts not Banked/Cleared (Plus)			
•		0.00	
			0.00
		я	7.08
	Balance pe	r Cash Book is :-	7.08
		Difference is :-	0.00

Date: 08/06/2021

Duston Parish Council

Page 1 User: NG

Time: 16:17

Bank Reconciliation Statement as at 30/04/2021 for Cashbook 8 - Facilities float

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Facilities float	30/04/2021	4	37.91
		_	37.91
Unpresented Cheques (Minus)		Amount	
		0.00	
a			0.00
			37.91
Receipts not Banked/Cleared (Plus)		0.00	
			0.00
		_	37.91
	Balance	per Cash Book is :-	37.91
		Difference is :-	0.00

08/06/2021				Dust	Duston Parish Council						Page 521
14:40				PUR	PURCHASE DAYBOOK	¥					User: NG
8 8	Purchase Ledger for Month No 1	for Month No	-	Ord	Order by Supplier A/c	ပ	85 ₍₁)				
								Nomin	Nominal Ledger Analysis	alysis	
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
20/04/2021	76010	20	1ST REACTION	1ST001	150.00	30.00	180.00	4160	102	150.00	1st reaction security
23/04/2021	76040		1ST REACTION	1ST001	250.00	50.00	300.00	4160	101	250.00	1st Reaction key holding
20/04/2021	ALLSTARAPR	i i	ALLSTAR	ALL001	42.74	8.55	51.29	4145	212	42.74	Allstar April 21
30/04/2021	AVIVAAPR21		AVIVA	AVIVA001	183.11	00.00	183.11	4000	101	104.64	AVIVAAPR21/AVIVA
								4006	101	78.47	AVIVAAPR21/AVIVA
19/04/2021	CHGAPR21		BARCLAYS	B0001	10.00	0.00	10.00	4125	201	10.00	CHGAPR21/Barclays
12/04/2021	PSIB000052685		BACA	BACA01	51.20	10.24	61.44	4167	101	51.20	BACA clothing
08/04/2021	9022		BARNETT LAND	BARN01	80.00	16.00	. 96.00	4128	215	80.00	Barnett Plants for St Lukes
30/04/2021	9053		BARNETT LAND	BARN01	130.00	26.00	156.00	4226	211	130.00	Barnett Duston Gardens maint
30/04/2021	9054		BARNETT LAND	BARN01	55.00	11.00	99.00	4226	211	55.00	Barnett - Timken Art maint
13/04/2021	BCARD MARCH / APP	40	BARCLAYCARD	BCARD	842.13	160.57	1,002.70	4225	101	112.50	BCARD MARCH Timpson keys
								4225	101	413.07	BCARD MARCH Coffee machine rep
								4225	101	188.09	BCARD MAR21 B&Q, Wickes etc
								4165	101	89.47	BCARD MAR21 - masks
	96							4165	101	15.00	BCARD MAR21 - eye test
			20					4120	201	24.00	BCARD MAR21 - call group
14/04/2021	0609710		BOOKERS	BOOKERS01	13.74	0.00	13.74	4129	101	13.74	Booker - coffee and milk
06/04/2021	162258035	20	BRITISH GAS	BRIT01	1,913.21	382.64	2,295.85	4206	101	1,913.21	B Gas DCC elect 1.3.21-31.3.21
08/04/2021	506226210		CAME INSURANCE	CAME01	502.83	78.81	581.64	4070	201	502.83	Engineering ins 9.5.21-8.5.22
06/04/2021	6723		COMPLETE GROUND MAN.	. CGM001	110.00	22.00	132.00	4226	211	110.00	Complete GM - Errington Park
30/04/2021	6766		COMPLETE GROUND MAN.	. CGM001	1,190.00	238.00	1,428.00	4226	211	1,190.00	Complete GM grounds maint Apri
30/04/2021	CMSAPR21		CHILD MAINTENANCE	CHILD001	316.33	00.00	316.33	4000	101	316.33	CMSAPR21/Child Maintenance Ser
23/04/2021	4013		DA HEATING LTD	DA001	87.50	17.50	105.00	4225	101	87.50	D A Heating fault nursery
01/04/2021	21400064678		DBFB	DBFB	327.50	65.50	393.00	4120	201	327.50	DFBB telephone/broadband
01/04/2021	210400065251		DBFB	DBFB	52.50	10.50	63.00	4160	102	52.50	DBFB -CCTV St Luke
30/04/2021	IN233551859		EDENRED	EDENRED	309.12	3.22	312.34	4000	101	293.00	Eden Red April 21
	×							4136	201	16.12	Eden Red April 21
27/04/2021	6020255		ESPO	ESP001	48.00	9.60	57.60	4115	201	48.00	ESPO paper

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	0	8	PURG	RCHASE DAYBOOK	Ä,	86		33	er E	User: NG
ပ္	Purchase Ledger for Month No 1	1	Orde	Order by Supplier A/c	Jo					
							Nomina	Nominal Ledger Analysis	Analysis	
2	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
		ESPO	ESP001	29.20	5.84	35.04	4151	101	29.20	ESPO toilet rolls
		EVAC+CHAIR	EVAC001	90.00	18.00	108.00	4226	101	90.00	Evacchair, maint contract
		NATALIE GREEN & CO.	GREE001	2,695.00	539.00	3,234.00	4050	201	2,695.00	N Green Feb Mar accounts/AGAR
		HEWITSONS	HEWT01	5,275.00	1,010.20	6,285.20	4055	201	5,275.00	Hewitsons - community asset tf
							330		-5,275.00	Hewitsons - community asset tf
							9000	201	5,275.00	Hewitsons - community asset tf
		HMRC	HMRC01	4,994.72	0.00	4,994.72	4000	201	922.55	HMRCAPR21/HMRC PAYE & NI
							4000	101	1,472.87	HMRCAPR21/HMRC PAYE & NI
							4000	102	988.71	HMRCAPR21/HMRC PAYE & NI
							4005	201	312.00	HMRCAPR21/HMRC PAYE & NI
							4005	101	781.00	HMRCAPR21/HMRC PAYE & NI
							4005	102	517.59	HMRCAPR21/HMRC PAYE & NI
		HMRC	HMRC01	13,593.08	0.00	13,593.08	4000	201	3,176.72	SALARIESAPR21/HMRC PAYE & NI
							4000	101	6,355.42	SALARIESAPR21/HMRC PAYE & NI
	08			3			4000	102	4,060.94	SALARIESAPR21/HMRC PAYE & NI
		INTERCOUNTY	ICCS01	374.24	74.85	449.09	4150	101	374.24	ICC Cleaning April
		INTERCOUNTY	ICCS01	17.80	3.56	21.36	4151	101	17.80	Intercounty cleaning - gloves
		ISE FIRE PRODUCTS	ISEFIRE01	135.00	27.00	162.00	4226	101	135.00	ISE Fire certificate
		ISE FIRE PRODUCTS	ISEFIRE01	79.45	15.89	95.34	4226	101	79.45	ISE Anuual service
		NCC - PENSION	LPGS	4,494.58	0.00	4,494.58	4000	201	220.91	LGSSAPR21/Employers & School A
							4000	101	371.11	LGSSAPR21/Employers & School A
							4000	102	313.89	LGSSAPR21/Employers & School A
							4006	201	808.24	LGSSAPR21/Employers & School A
							4006	101	1,649.21	LGSSAPR21/Employers & School A
			9	59 8			4006	102	1,131.22	LGSSAPR21/Employers & School A
		NCALC	NCALC01	4,314.21	00.00	4,314.21	4060	201	3,564.21	NCaic - fees
							4051	201	750.00	NCalc - internal audit
		NEW DUSTON GARAGE	NDG001	67.21	13.44	80.65	4140	212	67.21	NDG 2/12/20 van repairs
		PLUGTEST	PLU001	390.00	78.00	468.00	4019	101	390.00	Plugtest Ltd - PAT course

			100								
08/06/2021	-	ē.		Dust	Duston Parísh Council	noil					Page 523
14:40				PUR	PURCHASE DAYBOOK)OK					User: NG
	Purchase Ledger for Month No 1	er for Month No	21	Ord	Order by Supplier A/c	A/c				30	
							8	Nomina	Nominal Ledger Analysis	nalysis	
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
30/04/2021	0001591551		SRCL LTD	SRCL	68.72	13.74	82.46	4155	101	68.72	SRCL - waste management
01/04/2021	7660		SSSLTD	SSS01	1,065.00	213.00	1,278.00	4999	102	1,065.00	SSS - 16/12/20 CCTV upgrade
20/04/2021	7921		SSSLTD	SSS01	80.00	16.00	96.00	4225	101	80.00	SSS - CCTV repair DCC
20/04/2021	7922		SSSLTD	SSS01	140.00	28.00	168.00	4225	102	140.00	SSS - CCTV St Lukes
16/04/2021	1085298630		STANNAH	ST01	223.79	44.76	268.55	4226	101	223.79	Stannha - service 16.4-15.7.21
01/04/2021	TVAPR21		TV LICENSING	TV001	13.37	0.00	13.37	4062	101	13.37	TVAPR21/TV Licensing
30/04/2021	RCO1159630		VEOLIA	V0002	379.12	75.82	454.94	4155	101	294.56	Veolia waste removal
					SI E			4155	102	84.56	Veolia waste removal
22/04/2021	B4-492132837		VODAFONE	VODA01	48.13	9.63	57.76	4121	101	24.06	Vodfone - mobile
				8				4121	102	24.07	Vodfone - mobile
30/04/2021	150260514		WORLDPAY	WORLD001	39.99	5.00	44.99	4137	201	39.99	Worldpay oc charges
	s		F	TOTAL INVOICES	45,272.52	3,331.86	48,604.38			45,272.52	
12			VAT ANALYSISCODE	E @ 0.00%	133.78	0.00	133.78				
			VAT ANALYSISCODE	OTS @ 0.00%	28,426.40	0.00	28,426.40				
			VAT ANALYSISCODE	S @ 20.00%	16,698.60	3,331.86	20,030.46				
			VAT ANALYSISCODE	Z @ 0.00%	13.74	0.00	13.74				
				1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1 (1	01 010 17	200	00 100 01		120		
12 10				TOTALS	45,272.52	3,331.86	48,604.38				



STANDING ORDERS

including Committee Terms of Reference & Scheme of Delegation

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

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

Reviewed and Adopted: 18/01/2018 Reviewed and Adopted: 06/12/2018

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DEFINITIONS

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

1. RULES OF DEBATE AT MEETINGS

- 1.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 1.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3 A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- 1.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6 If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- 1.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 1.8 A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- 1.10 Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- 1.11 One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- 1.12 A councillor may not move more than one amendment to an original or substantive motion.
- 1.13 The mover of an amendment has no right of reply at the end of debate on it.
- 1.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- 1.15 Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - 1.15.1 to speak on an amendment moved by another councillor;
 - 1.15.2 to move or speak on another amendment if the motion has been amended since he last spoke;
 - 1.15.3 to make a point of order;
 - 1.15.4 to give a personal explanation; or
 - 1.15.5 to exercise a right of reply.
- 1.16 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1.17 A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- 1.18 When a motion is under debate, no other motion shall be moved except:
 - 1.18.1 to amend the motion;
 - 1.18.2 to proceed to the next business;
 - 1.18.3 to adjourn the debate;
 - 1.18.4 to put the motion to a vote;
 - 1.18.5 to ask a person to be no longer heard or to leave the meeting;
 - 1.18.6 to refer a motion to a committee or sub-committee for consideration;
 - 1.18.7 to exclude the public and press;
 - 1.18.8 to adjourn the meeting; or
 - 1.18.9 to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- 1.19 Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- 1.20 Excluding motions moved under standing order 1.18, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 2.2 If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 2.3 If a resolution made under standing order 2.2 is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

- Full Council meetings
- Committee meetings
- Sub-committee meetings
- 3.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- 3.2The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- 3.3 The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.
- 3.4 Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
 - 3.5 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- 3.6 The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall not exceed 15 minutes unless directed by the chairman of the meeting.
- 3.7 Subject to standing order 3.6, a member of the public shall not speak for more than 3 minutes.
- 3.8 In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- 3.9 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- 3.10 A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- 3.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 3.12 Subject to standing order 3.13, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.
- 3.13 A person present at a meeting may not provide an oral report or oral
 commentary about a meeting as it takes place without permission.
- 3.14 The press shall be provided with reasonable facilities for the taking
 of their report of all or part of a meeting at which they are entitled to be present.
- 3.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- 3.16 The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- 3.17 Subject to a meeting being quorate, all questions at a meeting shall
- be decided by a majority of the councillors and non-councillors with
- voting rights present and voting.
- 3.18 The chairman of a meeting may give an original vote on any matter
- put to the vote, and in the case of an equality of votes may exercise his
- casting vote whether or not he gave an original vote.

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

- 3.19.1 Unless standing orders provide otherwise, voting on a question
- shall be by a show of hands. At the request of a councillor the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
 - 3.19.2 Immediately after a vote is taken but before the next business is commenced, a Councillor may request that the minutes of the meeting record the way in which the Councillor has voted or that the Councillor abstained from voting. The minutes shall note whether the Councillor voted for or against the question put or whether the Councillor abstained.
 - 3.20 The minutes of a meeting shall at least include an accurate record of the following:
 - 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 noncouncillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- 3.21 A councillor or a non-councillor with voting rights who has a
 disclosable pecuniary interest or another interest as set out in the
- Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- 3.22 No business may be transacted at a meeting unless at least onethird of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.

See standing order 4.4.8 for the quorum of a committee or sub-committee meeting.

- 3.23 If a meeting is or becomes inquorate no business shall be
- transacted and the meeting shall be closed. The business on the agenda for
- the meeting shall be adjourned to another meeting.
 - 3.24 A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

- 4.1 Unless the Council determines otherwise, a committee may appoint a subcommittee whose terms of reference and members shall be determined by the committee.
- 4.2 The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- 4.3 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- 4.4 The Council may appoint standing committees or other committees as may be necessary, and:
 - 4.4.1 shall determine their terms of reference;
 - 4.4.2 shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council:
 - 4.4.3 shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - 4.4.4 shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
 - 4.4.5 may, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;

- 4.4.6 shall, after it has appointed the members of a standing committee, appoint the chairman and vice-chairman of the standing committee;
- 4.4.7 shall permit a committee, other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- 4.4.8. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three:
- 4.4.9 shall determine if the public may participate at a meeting of a committee;
- 4.4.10 shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- 4.4.11 shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
- 4.4.12 may dissolve a committee or a sub-committee.
- 4.5 In accordance with 4.5 the Council will have two three Standing Committees;
 - 4.5.1 Planning and Environment Committee
 - 4.5.2 Engagement and Wellbeing Committee

4.5.3 Environment Committee

- 4.6 Business of Standing Committees in 4.5 will usually be dealt with in the following order:
 - To receive apologies;
 - 2) The Chairman or Councillor presiding shall sign the minutes
 - 3) To receive disclosures of interest by Councillors in items on the agenda;
 - 4) To receive questions and comments from the public (Public Participation Session).
 - 5) Any business remaining from previous meetings
 - 6) To receive and consider reports from Officers of the Council;
 - 7) Any other business specified in the agenda.
- 4.7 Any Councillor who is not a member of a Committee may attend any meeting of that Committee. The Chairman may permit any such non-voting Councillor to speak.

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

5. FULL COUNCIL MEETINGS

- 5.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- 5.2 In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides. In a year where there is no election the Annual Meeting of the Council will be on the third Thursday of May.
- 5.3 If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- 5.4 In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- 5.5 The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- 5.6 The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- 5.7 The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- 5.8 In an election year, if the current Chairman of the Council has not been reelected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- 5.9 In an election year, if the current Chairman of the Council has been reelected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

Order of Business for Annual Council

- 5.10 Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:
- 5.10.1 In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
- 5.10.2 At the Annual Council Meeting of Duston Parish Council the order of business shall be:
 - 1) To elect a Chairman
 - 2) To receive the Chairman's declaration of acceptance of office or otherwise decide when it will be received, as per standing order 5.10.1;
 - 3) To elect a Vice Chairman;
 - 4) To receive apologies;
 - 5) To approve as a correct record the minutes of the previous annual meeting;
 - 6) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - 7) Chairmen & Vice-Chairmen and members to standing committees including any required under the disciplinary procedure and the Parish Clerk's appraisal Committee;
 - Planning and Environment Committee
 - Environment Committee
 - Engagement and Wellbeing Committee
 - 8) Appointment of any new committees in accordance with standing order 4;
 - 9) Review and adoption of appropriate standing orders and financial regulations
 - 10) Review of representation on or work with external bodies and arrangements for reporting back;
 - 11) In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - 11) Review of the Council's and/or staff subscriptions to other bodies;

- 12) Determining the time and place of ordinary meetings of the Council and Committees up to and including the next annual meeting of the Council.
- 13) To conduct any other business appropriate for the Annual Council Meeting.

Order of Business for Ordinary Council Meetings

- 5.10.3 At ordinary meetings, business will usually be conducted in the following order:
 - 1) To receive apologies;
 - 2) The Chairman, Vice-Chairman or Councillor presiding shall sign the minutes;
 - 3) To receive disclosures of interest by Councillors in items on the agenda;
 - 4) Chairman's announcements and such communications as the Chairman of the meeting may wish to lay before the Council;
 - 5) To receive questions and comments from the public (Public Participation Session);
 - 6) To deal with business expressly required by statute;
 - 7) To receive and consider reports from Committee Chairmen including recommendations from Committees and other minutes for information.
 - 8) To receive and consider reports from Officers of the Council;
 - 9) To approve any changes to Standing Orders, the delegation arrangements or other governing documents;
 - 10) To receive business motions from Councillors
 - 11) Any other business specified in the agenda.
- 5.10.4 Reports from Committee Chairmen & recommendations of Committees;

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

Planning and Environment Committee Engagement and Wellbeing Committee Environment Committee

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

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

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

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

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

7. PREVIOUS RESOLUTIONS

- 7.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- 7.2 When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in

their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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

- 9.1 A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 9.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- 9.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 9.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- 9.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 9.6 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 9.7 Motions received shall be recorded and numbered in the order that they are received.
- 9.8 Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

- 10.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
 - 10.1.1 to correct an inaccuracy in the draft minutes of a meeting;
 - 10.1.2 to move to a vote;
 - 10.1.3 to defer consideration of a motion;
 - 10.1.4 to refer a motion to a particular committee or sub-committee;
 - 10.1.5 to appoint a person to preside at a meeting;
 - 10.1.6 to change the order of business on the agenda;
 - 10.1.7 to proceed to the next business on the agenda;
 - 10.1.8 to require a written report;
 - 10.1.9 to appoint a committee or sub-committee and their members;
 - 10.1.10 to extend the time limits for speaking;
 - 10.1.11 to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - 10.1.12 to not hear further from a councillor or a member of the public;
 - 10.1.13 to exclude a councillor or member of the public for disorderly conduct;
 - 10.1.14 to temporarily suspend the meeting;
 - 10.1.15 to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - 10.1.16 to adjourn the meeting; or
 - 10.1.17 to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- 11.1 The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- 11.2 The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data)

which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).

- 11.3 The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- 11.4 Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

12. **DRAFT MINUTES**

Full Council meetings

Committee meetings

Sub-committee meetings

- 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.
- There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10.1.1
- 12.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
 - "The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- 12.5 If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a
- website which is publicly accessible and free of charge not later than
- one month after the meeting has taken place.
- 12.6 Subject to the publication of draft minutes in accordance with standing order 12.5 and standing order 20.1 and following a resolution which confirms the

accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3.21.

- 13.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- 13.2 Unless he has they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has they have a disclosable pecuniary interest. He They may return to the meeting after it has considered the matter in which he they had the interest.
- 13.3 Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- 13.4 3 Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 13.5 4 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 13.6 5 A dispensation request shall confirm:
 - 13.6 5.1 the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - 13.6–5.2 whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - 13.6 5.3 the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - 13.6-5.4 an explanation as to why the dispensation is sought.
- 13.7 6 Subject to standing orders 13.4 and 13.6, a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 13.8 7 A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:

- 13.8.7 1 without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
- 13.8-7 2 granting the dispensation is in the interests of persons living in the Council's area; or
- 13.8.7 3 it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- 14.1 Upon notification by West Northamptonshire Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- 14.2 Where the notification in standing order 14.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.

14.3 The Council may:

- 14.3.1 provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
- 14.3.2 seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 14.4 Upon notification by West Northamptonshire Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. PROPER OFFICER

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

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

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

- 15.2.2 subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- 15.2.3 convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
- 15.2.4 facilitate inspection of the minute book by local government electors;
- 15.2.5 receive and retain copies of byelaws made by other local authorities;
- 15.2.6 hold acceptance of office forms from councillors;
- 15.2.7 hold a copy of every councillor's register of interests;
- 15.2.8 assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- 15.2.9 liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- 15.2.10 receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- 15.2.11 assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

15.2.12 arrange for legal deeds to be executed;

see also standing order 23.

- 15.2.13 arrange and manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- 15.2.14 record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- 15.2.15 refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.
- 15.2.16 manage access to information about the Council via the publication scheme; and
- 15.3.17 retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

see also Scheme of Delegations.

16. RESPONSIBLE FINANCIAL OFFICER

The Clerk has the role of Responsible Financial Officer (RFO). The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- 17.1 "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils a Practitioners' Guide".
- 17.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- 17.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - 17.3.1 the Council's receipts and payments (or income and expenditure) for each quarter;

- 17.3.2 the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- 17.3.3 the balances held at the end of the quarter being reported and
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 17.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - 17.4.1 each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - 17.4.2 to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- 17.5 The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- 18.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - 18.1.1 the keeping of accounting records and systems of internal controls;
 - 18.1.2 the assessment and management of financial risks faced by the Council;
 - 18.1.3 the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - 18.1.4 the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- 18.1.5 whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 18.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 18.3 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.5 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).
- 18.4 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - 18.4.1 a specification for the goods, materials, services or the execution of works shall be drawn up;
 - 18.4.2 an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - 18.4.3 the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - 18.4.4 tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - 18.4.5 tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - 18.4.6 tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- 18.5 Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- 18.6 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined

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

18.7 A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. HANDLING STAFF MATTERS

- 19.1 A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- 19.2 Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairman of the Council or, if he is not available, the Vice-Chairman (if there is one) of the absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- 19.3 Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman or in his absence, the Vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full Council. Resolution of Council could be to convene the Grievance, Disciplinary and Appeals Committee.
- 19.4 Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chairman, this shall be reported to the Vice-Chairman which shall be reported back and progressed by resolution of full Council.
- 19.5 Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- 19.6 In accordance with standing order 11.1, persons with line management responsibilities shall have access to staff records referred to in standing order 19.5.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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

21. <u>RESPONSIBILITIES UNDER DATA PROTECTION</u> <u>LEGISLATION</u>

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15.2.

- 23.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b [Subject to standing order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]

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

OR

[Subject to standing order 23.1, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

24. <u>COMMUNICATING WITH WEST NORTHAMPTONSHIRE</u> COUNCILLORS

- 24.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of West Northamptonshire Council representing the area of the Council.
- 24.2 Unless the Council determines otherwise, a copy of each letter sent to West Northamptonshire Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

Terms of Reference & Scheme of Delegations

1.Planning and Environment Committee

Membership: The Committee comprises of no more 6 5 councillors. The quorum for the Committee shall be no less than 3 councillors. Membership of the committee will be decided at the Annual Meeting of the Parish Council.

Chairman & Vice-Chairman: The Annual Meeting of the Council in May shall appoint a Chairman and Vice Chairman of the Committee. The Chairman and Vice Chairman may be appointed by Full Council.

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

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

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

Delegated Responsibilities:

a) Make observations on behalf of the Parish Council on planning applications and development plans within Duston, Northampton and West Northamptonshire, and within the area of adjoining authorities, where Duston is affected, directly or indirectly.

- b) To make representations to the Local Planning Authority on applications for planning permission.
- c) To make representations in respect of appeals against the refusal of planning permission. Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.
- d) To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations
- e) To respond to Highway and Rights of Way consultations
- f) To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning and Environment Committee.
- g) To make recommendations to Full Council on the following:
- h) In respect of representations to Northampton Borough Council West Northamptonshire Council in support of any planning application at odds with policies in the Local Plan.
- i) To make recommendations to Full Council in relation to any arrangements between the parish council and the planning authority regarding the involvement of the parish council in the discharge of planning functions.
- j) To consider management of trees, green spaces, playgrounds and parks as applicable to the parish council.

k) To oversee the war memorial.

The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Planning and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.

2. Engagement and Wellbeing Committee:

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

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

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

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

Delegated Responsibilities:

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

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

3. Environment Committee

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

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

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

Meetings: As considered necessary by the Chairman and Clerk.

Delegated Responsibilities:

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

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

The Committee shall have the power to recommend to Full Council the setting up of working groups as and when appropriate to further the tasks as identified above. These groups shall then report to the Committee on a regular basis or as specifically instructed. The Chair of the Planning and Environment Committee will, in turn, update the Full Council on the progress of the working group in their report.

3.4. Personal Sub-Committee

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

Meetings: When deemed necessary by resolution of full Council.

Responsibilities:

To make recommendations to Council on the following,

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

- To approve proposals from the Parish Clerk for additional hours to be worked by the Parish Clerk and related TOIL or extra payments.
- m) To receive and approve HR and/or medical reports relating to long term sickness and/or absence issues for senior staff including the Parish Clerk
- n) To review and approve the performance management framework for DPC employees.

4.5. Grievance / Disciplinary and Appeals Committee

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

5.6. Scheme of Delegation to The Clerk

These delegations derive from the Council.

The Parish Clerk shall:

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

The Parish Clerk may:

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

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

FREQUENTLY ASKED QUESTIONS

1. What are Standing Orders for?

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

2. How often are meetings required?

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

3. When should meetings be held?

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

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

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

5. Where should meetings be held?

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

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

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

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

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

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

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

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

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

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

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

11. How does "delegated authority" work?

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

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

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

11. What if a matter of genuine urgency arises?

Good practice is for decisions to be delegated to the Parish Clerk in consultation with the Chairman (or Vice-Chairman in their absence).

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

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

13. Can the public speak at meetings?

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



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

Grant Awarding Policy

This document outlines Duston Parish Council's guidelines for awarding community grants. It also formalises the application process to ensure access, openness and fairness to the many groups and organisations we aim to support.

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to organisations which can demonstrate a clear need for financial support to benefit the parish by:

- Providing a service
- · Enhancing the quality of life
- Improving the environment
- Promoting the parish of Duston in a positive way

Individual grants will not normally exceed a maximum of £1000, although Council may use its discretion to exceed this amount.

Grant Application Process

- 1. Applicants will be required to complete and submit an application form.
- 2. The Clerk of the council will receive all applications in the first instance.
- 3. In addition to the application form organisations will be required to provide the following supporting information:
 - A copy of their written constitution or details of their aims and purpose
 - Details of the project or activity,
 - Demonstration that the grant will be of benefit to the local community within the parish
 - The proportion or number of beneficiaries living in the electoral area
 - Demonstration of a clear need for the funding,
 - A copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.

Tel; 01604 583626 Email: office@duston-pc.gov.uk Web: www.duston-pc.gov.uk

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- 4. Applications may be submitted at any time and a decision will be made at the next meeting of Council.
- 5. All applicants will be contacted following a decision by Council.

Conditions of Funding

- 1. The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
- 2. Grants will not be made to individuals.
- 3. Grants will not be made retrospectively.
- 4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
- 5. An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.
- 6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
- 7. Organisations may make multiple applications during the same financial year, but priority will be given to applications from organisations that have not previously received funding from the council.
- 8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required for each award.
- 9. Each application will be assessed on its own merits.
- 10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
- 11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded. Grants must not be distributed to any other organisation by the recipient.
- 12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.

13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

GUIDANCE FOR APPLICANTS

Applicants must complete the form which is available through the council's website and submit with supporting documentation to the Parish Clerk.

Applications should not exceed £1000, although Council may choose to award above this amount in exceptional circumstances.

WHO IS ELIGIBLE TO APPLY?

The following organisations may apply:

- A Duston based charity
- An organisation serving the needs of the residents of Duston
- Resident(s) of Duston requesting grant aid with a project/event, which will be for the benefit of the local community
- A Duston based club/association/charity serving a specific section of the community or the community as a whole
- A local branch of a regional or national organisation/group which serves the needs of the residents of Duston

WHO AND WHAT IS NOT ELIGIBLE TO APPLY?

Council will normally reject applications from:

- Projects which are the prime statutory responsibility of other government bodies or would normally be funded by a local or regional authority
- Projects which improve or benefit privately owned land or property
- Support for individuals or private business projects
- Applications by "for profit" commercial organisations
- Projects which have already been completed or will have been by the time the grant is issued
- Applications for grants in respect of ongoing expenditure or revenue running cost
- Regional and national organisations unless it can be clearly demonstrated that the grant would be used specifically for the residents served by Duston Parish Council
- From organisations with political affiliations or those established for the purpose of forwarding a party political agenda

THE FOLLOWING ARE UNLIKELY TO BE CONSIDERED A GRANT PRIORITY

- Projects where there is a large shortfall in the funding needed required to complete the project or projects where the amount of the grant would be a very small part of the overall cost of the project
- Projects that simply replace existing facilities with no significant improvement

THINGS TO CONSIDER

Before completing your application please spend time on preparation and planning. You need to consider:

- Who will be involved: What different skills do people in your group have and how much time can they commit to it? Will you need help from another organisation to make your idea work? It is important to identify somebody as the contact person who will sign forms, deal with the paperwork and be the contact person for the Parish Council.
- Consultation: Do local people support your plan and can you demonstrate this?
- Costs: Have you got a clear idea of how much your project will cost? Do you need to raise more money and if so, from where?
- Timescale: When planning your project remember that things often take longer than expected.
- Completing the form: Make sure you answer all the questions. If you are not sure that something is relevant, include it in any case – too much information is better than too little. Make sure you keep a copy of the completed application. If in doubt please speak to the Parish Council.

GRANT CONDITIONS

Duston Parish Council support must be acknowledged as appropriate on all publicity and promotional material including posters, advertisements, press releases and leaflets.

Financial support may only be used for the purpose for which the grant is given. Failure to adhere to this condition could lead to the cancellation or reduction in the value of the grant.

Grants must not be distributed to any other organisation.

WHAT HAPPENS NEXT

- If your application is successful you will be sent a letter informing you.
- If your application is unsuccessful we will write to tell you so, however, please do not let this deter you from making further applications in the future.
- When the project is finished, we will ask you to provide copies of invoices related to the project



Duston Parish Council Grant Application Form

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

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of applicant/organisation: Address of applicant/organisation: Contact Name: Position: Address: Postcode: Email: Daytime Phone: Website: These contact details will be used for all correspondence relating to any grant. 2. ABOUT YOUR ORGANISATION: This section need only be completed when organisations are applying No 🗌 Is it a registered charity? Yes if "yes", please provide the number Yes 🔲 No \square Is it a charitable company limited by guarantee? If "yes", please provide the number

Tel: 01604 583626
Duston Parish Council Grant Application
Email: office@duston-pc.gov.uk

1. ABOUT YOU:

Web: www.duston-pc.goy.uk

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Provide a brief outline of what your organisation does.	
Please give details of who will benefit from what	
you do, and an idea of the area served or details	
of services to a wider community: (estimate numbers and age range if relevant).	
landers and age range in relevanty.	
Are there other organisations serving a similar	
purpose in the same area? If so, please give brief details of them, what the main differences are	
and what links, if any, you have with them:	
6	
How do you know there is a need for the work	
for which a grant is being requested?	

FINANCIAL DETAILS:			
How much money are you requesting from			
Duston Parish Council?	£		
If your project will cost more than the total			
requested, how will the remainder be funded?			
Please give the name, number and sort code of the account into which the grant should be paid by the council if your application is successful.			
SUPPORTING INFORMATION A range of supporting information helps the Councenclose a copy of each of the following:	cil to assess you	r application in (detail. Please therefor
Latest available Annual report	Yes 🗌	No 🗌	
Latest available Statement of Accounts	Yes 🗌	No 🗌	
Where one or more of the above is omitted, pleas	e explain why:		
	·		
	If your project will cost more than the total requested, how will the remainder be funded? Please give the name, number and sort code of the account into which the grant should be paid by the council if your application is successful. SUPPORTING INFORMATION A range of supporting information helps the Council enclose a copy of each of the following: Latest available Annual report Latest available Statement of Accounts	How much money are you requesting from Duston Parish Council? If your project will cost more than the total requested, how will the remainder be funded? Please give the name, number and sort code of the account into which the grant should be paid by the council if your application is successful. SUPPORTING INFORMATION A range of supporting information helps the Council to assess you enclose a copy of each of the following: Latest available Annual report Yes	How much money are you requesting from Duston Parish Council? If your project will cost more than the total requested, how will the remainder be funded? Please give the name, number and sort code of the account into which the grant should be paid by the council if your application is successful. SUPPORTING INFORMATION A range of supporting information helps the Council to assess your application in cenclose a copy of each of the following: Latest available Annual report Latest available Statement of Accounts Yes No Latest available Statement of Accounts

Please feel free to enclose additional information which could be of benefit when your application is assessed.

5. DECLARATION:

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

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

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

Signed	
Name (please print)	
Position	
Date	

Please return your completed form to the address below:

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