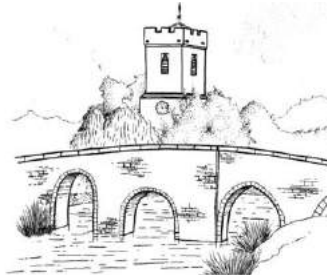


# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



To All Members of the Parish Council

You are hereby summoned to attend the **Annual Parish Council Meeting** of Bidford-on-Avon Parish Council to be held in the Parish Meeting Room on Monday 20<sup>th</sup> May 2024 @ 7.30 pm for the purpose of transacting the following business

15<sup>th</sup> May 2024

Elisabeth Uggerløse  
Clerk to the Parish Council

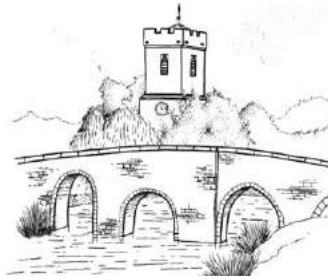
### AGENDA

1. **To elect** the Chairman of Parish Council
2. **To elect** the Parish Council Vice Chairman
3. **To receive** the Chairman's Declaration of Acceptance of Office
4. **To elect** the Chairman of the Consultative Planning Committee
5. **To receive and accept** apologies for absence
6. **To receive** any Declaration of Interest on Items on the Agenda
  - All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28<sup>th</sup> February 2022, effective from 1<sup>st</sup> May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
  - Written requests for Dispensations for DPI should be received by the Clerk no later than 24 hours prior to the meeting.  
Dispensations will be granted as appropriate.
7. **To approve** the Minutes of the Parish Council Meeting of Monday 29<sup>th</sup> April 2024

- 8. Public Forum** questions from members of the public. Please be aware that, although members of the public can raise any question, Council will only be able to respond to issues relating to the business to be transacted at the meeting. Approx. 15 minutes in total; 3 minutes per person.  
(Public Participation at Council Meeting Guidance Notes apply). Please note that this is the **only** opportunity members of the public have to raise issues as, once the meeting has started, all discussions are limited to the Council and Officers.
- 9. To receive** report from County Councillor
- 10. To receive** report from District Councillor
- 11. To receive** Clerk's report
- 12. To confirm** delegated Powers for the Consultative Planning Committee
- 13. To confirm** delegated Powers to 2 Councillors and the Clerk to respond to planning applications that require decisions before the next meeting of the Parish Council
- 14. To confirm** following Working Groups and their membership
- i. **Communities WG**
  - ii. **Communications Strategy WG**
  - iii. **Facilities WG**
  - iv. **Grants WG**
  - v. **Your Village Your Voice**
- 15. To confirm** membership
- i. **Performance Panel** – Chairman and Vice Chairman of the Parish Council
  - ii. **Staffing Panel** – Chairman and Vice Chairman of the Parish Council
- 16. To elect** member to review monthly accounts on a quarterly basis
- 17. To elect** Parish Council Members to Outside Committees:
- Crawford Memorial Hall – two members (non-voting)  
Please note that the representative cannot be an existing member of the Crawford Memorial Hall Management Committee.
  - Broom Village Hall Committee – one member (non-voting)
- 18. To review and approve** the following
- i. Standing Orders – circulated
  - ii. Financial Regulations - circulated
- 19. To approve** dates for council meetings from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025 (circulated)
- 20. To consider** Reports and Recommendations from
- i. **Communities WG** circulated
  - ii. **Facilities WG**  
Salford Road Cemetery needs 4 x benches replaced. As the recycled bench has been a success, the **Recommendation** is to replace the current wooden ones with 4 x benches made from recycled material at a cost of £395 each. **Total cost £1,580**
- 21. To approve**
- i. April 2024 accounts - circulated
  - ii. May 2024 payments – circulated

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



Minutes of the Parish Council Meeting held on Monday 29<sup>th</sup> April 2024 @ 7.30 pm at the Parish Council Meeting Room, Bramley Way B50 4QG

### **PRESENT**

Chairman                      Cllr. Williams

Cllrs.                            Barry, Cullum, Haberton (arrived late) , Hiscocks, Ho, Moore and Taylor (N)

In attendance:                Mrs E. Uggerløse, Clerk to the Parish Council

Also present                    District Cllr Fleming  
20 members of the public

### **1. TO RECEIVE AND ACCEPT APOLOGIES**

Cllr Taylor's apologies were received and accepted

### **2. TO RECEIVE ANY DECLARATION OF INTEREST IN ITEMS ON THE AGENDA**

- i.** All members of the Council are respectfully reminded that in order to comply with the Code of Conduct adopted by the Parish Council on 28<sup>th</sup> February 2022, effective from 1<sup>st</sup> May 2022, if any matter arises during the meeting in which they have declared an Interest, which could be personal or prejudicial, they should declare so and leave the room.
  - Cllr Moore declared a non-pecuniary interest in item 8 as she lives in Quinney's Close
  
- ii.** Written requests for Dispensations for DPI should be received by the Clerk no more than 24 hours prior to the meeting.

None requested

**3. TO APPROVE THE MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> MARCH 2024**

Cllr Taylor (N) proposed they be accepted as being accurate.

**RESOLVED** by 5 votes in favour and 1 abstention to approve the Minutes, which were signed by the Chairman

**4. PUBLIC FORUM**

- i. A number of residents spoke regarding Council's proposing to request County Council Highways to look at opening the east end of the High Street onto the B439 and allowing traffic coming from the west on the B439, to turn right. The majority of speakers were residents of the High Street and expressed concern that it would increase the traffic, becoming a "rat run" which would result in double yellow lines being imposed which in turn would prevent business clients being able to park. Some long time residents expressed concern saying it would return the High Street to pre relief road times: there was a reason why it had been engineered that way and Council should take that into account.
- ii. Another resident also raised concerns about speeding on the B439 in general
  - i. Resident stated that the question of how many residents supported BBQs on the Big Meadow remained unanswered at the last meeting and was still so despite having sent an email. The Clerk replied that she had responded to the email: the Chairman, to whom the question was addressed, was away and the Clerk would be unable to discuss this with her until her return. Resident hoped that an answer would be available at the next meeting.

**5. TO RECEIVE REPORT FROM COUNTY COUNCILLOR**

Cllr Pemberton was not present and had not sent a report

**6. TO RECEIVE REPORT FROM DISTRICT COUNCILLOR**

Following the last Council meeting

- i. Proposed changes to the Planning Committee structure. There have been attendance problems at the last 3 meetings
- ii. Tidying up the attendance to outside bodies as too many members are spending too much time on this to the detriment of their work for the Council
- iii. Gender neutrality has now been approved and must be implemented
- iv. Tightening legislation on planning consent with regards to the maintenance of public open spaces (POS)/play areas: with any new applications, if these are not transferred to the local council, then it will automatically become the responsibility of Stratford on Avon DC which may then transfer to the local council. There will be no more privately managed POS.
- v. Gateway site in Stratford upon Avon – currently a car park, the idea is to know all the buildings around it and build a World Shakespeare Centre. The land is for sale for £10 million and the project will cost around £20 million. However, due to change in administration and difficulty with the current owner of the land, there is a delay.

- vi. Notice on Motion to declare a Bio Diversity Emergency. This was originally included in the Climate Change emergency but, due to the special interest of some members, this will be a separate issues. This may require a change in the bio diversity policies of local councils.

**RESOLVED** to note

#### **7. RECEIVE CLERK'S REPORT**

This had been circulated.

Clerk advised the cemetery bench, made of recycled material, was being installed and asked as many people as possible to have a look at it and report. Council had only bought the one to see how it looked, before considering this as a replacement for the future.

**RESOLVED** to note

#### **8. TO CONSIDER REQUESTING WCC HIGHWAYS TO ALLOW**

- i. Vehicles to exit from the High Street East onto the B439
- ii. Vehicles to enter the High Street East from B439 West

The Chairman gave the background to the request: when the market is operating on the first Saturday of the month, the residents of a number of streets are unable to drive out due to the road closure.

There followed a short discussion when most Councillors agreed with the issues raised by residents and no change required.

Motion was proposed that Council do not proceed with this request

**RESOLVED** by 6 votes in favour and 2 abstentions not to proceed with the request

#### **9. TO CONSIDER REPORT AND RECOMMENDATIONS FROM THE COUNCIL'S WORKING GROUPS**

- i. **Communities WG Report & Resolutions** – are attached to these Minutes of which they form an integral part
- ii. **Facilities WG Report & Resolutions** are attached to these Minutes of which they form an integral part
- iii. **YVYV WG Verbal Report** – a meeting was being arranged when all members of the group could be present. This was proving difficult but is being pursued.

**RESOLVED** to note

#### **10. TO CONSIDER SETTING UP A COMMUNICATION STRATEGY WG AND ITS MEMBERSHIP**

Having spoken to numerous persons regarding this, the Chairman proposed there should be 3 persons and put forward Cllr Taylor (P) with her journalism background and Cllr Taylor (N) as a professional as this is his job.

A counter proposal was put forward that this item be postponed until the May Annual Meeting of the Parish Council when all Working Groups are reviewed.

**RESOLVED** by 7 votes in favour and 1 against to approve postponing this item until the May Annual Meeting of the Parish Council.

Cllr Hiscocks left the meeting as he was feeling unwell.

## **11. TO CONSIDER A GIFT TO EBSDORFERGRUND WHICH IS CELEBRATING ITS GOLDEN JUBILEE THIS YEAR**

Ebsdorfergrund is twinned with Bidford on Avon (Twinning Association) and have visited our village on a number of occasions as well as welcoming Bidford residents to Germany.

Suggested amount for a gift: £250

There was a short discussion regarding the benefits of Twinning, which was considered a little old fashioned by some and what had actually been happening between the Twinned settlements in the last years.

It was proposed that information be sought from the Twinning Association as to what had taken place in the last 2 years.

**RESOLVED** to approve the proposal that information be sought from the Twinning Association and the item be postponed until the May meeting

Cllr Haberton left the meeting

## **12. TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS**

- i. **24/00394/LDE - D King and S Rock 29 Cleeve Road, Marlcliff B50 4NX**  
Existing use is land around dwelling house is within the domestic curtilage of the house  
Please note this is an application for a Certificate of Lawful Development and not a formal planning application  
Link to application  
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=S93NYEPMK0S00>  
Council agreed that the application was very unclear. However, having established that it appeared it was in respect of land that had been used as garden for a number of years, it was  
**RESOLVED** No representation
- ii. **24/00739/LBC Ms Amanda Billingsley, Wisson Hill, 16 Welford Road, Barton**  
Replace existing modern softwood door and window for unpainted/untreated oak door and window using slimline double glazing  
Link to application  
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=SB06LUPMJA600>  
**RESOLVED** to Support as the applicant was improving the property with due regard to its character and with sustainable materials
- iii. **24/00779/TREE Cheffings, Oakfields, Grange Road, B50 4BY**  
T1 Red Oak – Reduce lateral growth over road and BT lines by 3 metres  
Link to application  
<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=SBAZI8PMMU00>  
**RESOLVED** to support – good tree management

### **13. TO APPROVE**

- i.** March 2024 accounts – circulated  
The Clerk advised there was an additional invoice for an amount of £245.16  
**RESOLVED** to approve the accounts by 5 votes in favour and 1 abstention
- ii.** April 2024 payments amounted £28,018.21 including a grant to Bidford Juniors FC for £800  
**RESOLVED** unanimously to approve the payment

The meeting ended at approx 8.30 pm

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 9i) COMMUNITIES WG REPORT AND RESOLUTIONS APRIL 2024**

Meeting took place on Wednesday 17<sup>th</sup> April 2024 @ 10.30 am at Bidford Community Library

Attendants: Cllrs Barry, Cullum (Chairman) and Ho

Cllr Taylor (N) had sent his apologies

Cllr Williams – Vice Chairman of the Parish Council was present

Also present: Mrs E Uggerloese, Clerk

#### **1. Market**

Easter Market had been a great success.

Issues regarding the road closure have been highlighted by a resident and solutions to this are being considered – to be implemented at the May Market

**Recommendation** to note the update

The WG Chairman advised that all options regarding the location the of the market had been investigated and it had been concluded that it had to remain where it is, with the required road closure for safety. All affected dwellings had a letter delivered to this effect.

**RESOLVED** by Full Council o note

#### **2. Lambourne Close Public Open Space (POS)**

Public Consultation took place on Saturday 20<sup>th</sup> April between 11.00-12.00

This was advertised on

- i.** The Noticeboard placed on the POS
- ii.** Website
- iii.** Letter drop to surrounding properties

Item 9i) Communities WG Report & Resolutions April 2024



**iv. Social media**

26 residents attended the consultation and their comments were, almost, unanimous:

- i.** Leave it as an open space
- ii.** Replant trees but not fruit trees
- iii.** Replant shrubs, preferably prickly ones
- iv.** Make the diagonal footpath permanent so that it is accessible in the wet weather.
- v.** Keep the notice board

**Recommendation** to note the feedback. The CWG to look into how these can be implemented and revert to Council with recommendations.

The WG Chairman added the Clerk was looking at the possibility of this site becoming a Field in Trust. The Clerk was able to reply that it could and that guidelines regarding making the diagonal footpath, made by usage, a more permanent structure had been requested.

Clerk also advised that there was an available dog bin which, it was understood, residents had requested being replaced as the one that had been there had disappeared.

**RESOLVED** by Full Council to note the recommendation and approve the replacing of the dog bin

**3. St Laurence other POS (x 2)**

It was noted that some of the trees, especially in fenced area, require some pruning. It was proposed that the area could be enhanced by a bird bath, or similar, though some concern was raised regarding its maintenance. It was suggested the immediate neighbours should be contacted for their views.

The other POS (by Ebsdorf Way) needs some tidying up.

**Recommendation** work in progress to be noted

**RESOLVED** by Full Council to note

#### **4. Annual Parish Assembly**

It was agreed this would take place on Wednesday 22<sup>nd</sup> May 2024 between 6.00-8.00 pm.

There would be

- i. Presentation of the Parish Council's achievements over the year
- ii. Presentation from Leaves of Green on the Big Meadow Consultation – plus an opportunity to give views and complete a Consultation Survey
- iii. Opportunity for further views on Lambourn Close POS

**Recommendation** to note

**RESOLVED** by Full Council to note

#### **5. D Day Commemoration**

Flags x 4 have been bought and given to

- i. Barton Village Friends
- ii. Bidford Fire Station
- iii. Broom Village Hall
- iv. St Laurence Church

**Recommendation** to note

All flags collected by the respective parties. They can be flown from the evening of June 5<sup>th</sup> for a week.

**RESOLVED** to note

#### **6. Newsletter**

This was discussed and the following proposals made

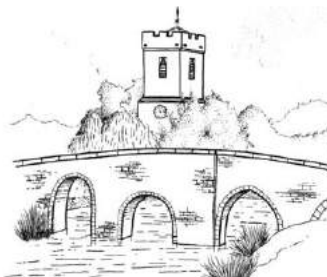
- i. Increase the exposure in the bi monthly magazine, First Call, to 2 pages.  
Find out cost
- ii. Have a quarterly magazine (Spring, Summer, Autumn, Winter) to be made available at the library, shops, pubs as well as online

However, this could be part of the new Strategic Communication WG so no final recommendation

**RESOLVED** to note

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **Item 9ii) FACILITIES WG (FWG) REPORT AND RESOLUTIONS APRIL 2024**

Members met on Monday 22<sup>ND</sup> April 2024 @ 3.30 pm at Bidford Community Library  
Attendants: Cllrs Hiscock (Chairman), Haberton, Moore and Williams  
Mrs E Uggerloese, Clerk

#### **1. BIG MEADOW**

i. Leaves of Green – Update/ Public Consultation proposals

The following issues to be part of the consultation

- Car parking
- Sports
- Biodiversity
- Pontoon/chain ferry
- BBQ 3 options:
  1. No change
  2. BBQ dedicated area
  3. Ban BBQs (although how this would be enforced is an issue)
- Dogs to be kept on leash in the BBQ Area if this option is approved
- Riverside front
- BMX/pump track area

The refurbishment/updating of the play area, including inclusive play equipment, will be part of the next Phase, to be considered once Phase 1 is approved.

Item 9ii) Facilities WG Report & Resolutions April 2024

Date for the consultation is Wednesday 22<sup>nd</sup> May 6.00 – 8.00 pm with various proposals made available for residents to view, discuss and comment on.

The consultation will then be posted on the Parish Council website and social media with comments invited, written or via a Q Code, to be received no later than 21<sup>st</sup> June.

These to be analysed by you and incorporated in the draft final version.

The final version to again be posted on the Parish Council website and via social media for final comments by residents

Feedback to be sent to Leaves of Green

Final version to be approved by Council at its July meeting (before the summer holiday)

**Recommendation** to note and approve contents and timetable

**RESOLVED** by Full Council to note and approve

ii. Toilets – revised plans enclosed

After much discussion, the

**Recommendation** is to approve the new build. Planning permission will then be required before going out to tender

The WG Chairman advised that, following a request that Changing Places be included in the disabled toilets, new plans would be required. These had been requested and the FWG will consider these and revert with a recommendation

**RESOLVED** by Full Council to note

## 2. MARCLIFF

Consultation documents were hand delivered to all properties – approx.. 60  
11 Returned (18%)

19 votes

There were 2 options:

- The bin to remain where it is – **No Votes**
- The bin to be removed to the opposite side by the footpath signage – **16**
- Remove altogether **3**

**Recommendation** to move the bin from The Green to the opposite side

**RESOLVED** by Full Council to approve them move

Item 9ii) Facilities WG Report & Resolutions April 2024

### **3. DUGDALE SPORTSFIELD**

#### **i. Changing Facilities**

Looking at 3 or more sites that sell ready made cabins

#### **ii. Electricity**

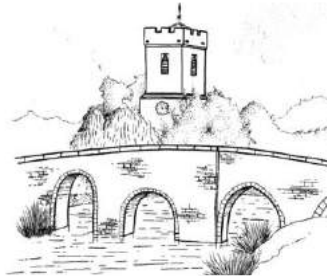
Local company to see if this is possible and, if so, how it can be done

**Recommendation** to note work in progress

**RESOVLED** by Full Council to note

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **STANDING ORDERS**

#### **For Bidford-on-Avon Parish Council**

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## **1. RULES OF DEBATE AT MEETINGS**

- a.** Motions on the agenda shall be considered in the order that they appear unless the order is changed at the direction of the Chairman of the meeting.
- b.** A motion (including an amendment) shall not be progressed unless it has been moved
- c.** A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- d.** An amendment is a proposal to remove or add words to a motion. It shall not negate the motion
- e.** 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
- f.** 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
- g.** A councillor may move an amendment to his own motion if agreed by the meeting.
- h.** 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
- i.** Subject to standing order 1(j), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- j.** One or more amendments may be discussed together if the Chairman of the meeting considers this expedient but each amendment shall be voted on separately.
- k.** A councillor may not move more than one amendment to an original or substantive motion.



- l.** The mover of an amendment has no right to reply at the end of the debate on it
  
- m.** Where a series of amendments to an original motion are carried, the mover of the original motion shall have the right of reply either at the end of the debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
  
- n.** Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
  - i. To speak on an amendment moved by another councillor
  - ii. To move or speak on another amendment if the motion has been amended since he last spoke
  - iii. To make a point of order
  - iv. To give a personal explanation
  - v. In exercise of a right to reply
  
- o.** During the debate of 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/she considers has been breached or specify the other irregularity in the proceedings of the meeting he/she is concerned by
  
- p.** A point of order shall be decided by the Chairman of the meeting and his/her decision shall be final
  
- q.** When a motion is under debate, no other motion shall be moved except:
  - i. To amend the motion
  - ii. To proceed to the next business
  - iii. To adjourn the debate
  - iv. To put the motion to a vote
  - v. To ask a person to be no longer heard or to leave the meeting
  - vi. To refer a motion to a committee or working group for consideration
  - vii. To exclude the public and press

- viii. To adjourn the meeting
- ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements
  
- r. 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/her right of reply
  
- s. Excluding motions moved under order 1(q) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a. No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
  
- b. If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person(s) be no longer heard or excluded from the meeting. The motion shall be put to the vote without discussion.
  
- c. If a resolution made under standing order 2(b) above 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)**

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol,**

**unless no other premises are available free of charge or at a reasonable cost.**

- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c. The minimum three clear day public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for special reasons. The public's exclusion from part or all of the meeting shall be by resolution which shall give reasons for the public's exclusion**
- e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of business on the agenda.**
- f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed fifteen minutes The Chairman can, at their discretion, extend the time, but it must never exceed thirty minutes.**
- g. Subject to standing order (f) above, a member of the public shall not speak for more than three minutes**
- h. In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given**
- i. A person shall raise his/her hand when requesting to speak and shall direct his/her comments to the Chairman of the**

meeting

- j. A person who speaks at a meeting shall direct his/her comments to the Chairman of the meeting
- k. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- l. Subject to the standing order 3(m), a person who attends the 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 meetings as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m. A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission**
- n. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o. Subject to standing orders which indicate otherwise, anything authorized or required to be done by, to or before the Chairman of the Council may in his/her absence be done by, to or before the Vice-Chairman of the Council.**
- p. The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent for a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and Vice-Chairman are absent for a meeting, a councillor as chosen by councillors present at the meeting shall preside the meeting.**

- q. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of councillors.**
- r. The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her casting vote whether or not he/she gave an original vote**
- s. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t. The Minutes of a meeting shall include an accurate record of the following:**
- i. The time and place of the meeting
  - ii. The names of councillors who are present and the name of the councillors who are absent
  - iii. interests that have been declared by councillors
  - iv. the grant of dispensations (if any) to councillors
  - v. Whether a councillor left the meeting when matters that they held interests in were being considered
  - vi. if there was a public participation session
  - vii. resolutions made
- u. A councillor 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/her right to participate and vote on that matter**

- v. No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three**
- w. 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
- x. A meeting shall not exceed three hours

#### **4. COMMITTEES, SUB-COMMITTEE AND WORKING GROUPS**

- a. Unless the Council determines otherwise, a committee may appoint a sub-committee or working group whose terms of reference and members shall be determined by the committee**
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council**
- c. Unless the Council determines otherwise, all members of an advisory committee and a sub-committee of the advisory committee may be non-councillors**
- d. The Council may appoint standing committees, committees or working groups as may be necessary, and:
  - i. Shall determine their terms of reference
  - ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council
  - iii. Shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings
  - iv. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members

of such committees or working groups.

- v. May, subject to standing orders 4(b) and (c) appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee of the ordinary members of the committee confirm to the Proper Officer (7) before the meeting that they are unable to attend.
- vi. Shall, after it has appointed the members of the standing committee, appoint the chairman of the standing committee
- vii. Shall permit a committee or working group. other than a standing committee, to appoint its own chairman at a first meeting of the committee or working group
- viii. Shall determine the place, notice requirement and quorum for a meeting of the committee and a sub-committee which, in both cases, shall be no less than three.
- ix. Shall determine if the public may participate at a meeting of a committee
- x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required to the meetings of a sub-committee
- xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend
- xii. May dissolve a committee or sub-committee

## **5. ORDINARY COUNCIL MEETINGS**

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which new councillors elected take office**
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct**
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6.00 pm**
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall take place each year on such dates and times as the Council decides.**
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council**
- f. The Chairman of the Council, unless he/she has resigned or becomes disqualified, shall continue in office and preside the annual meeting until his/her successor is elected at the next annual meeting of the Council**
- g. The Vice-Chairman of the Council unless he/she resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council**
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he/she shall preside at the 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 must give a casting vote in the case of equality of votes**
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he/she shall preside at the meeting until the**



**new Chairman of the Council has been elected. He/she may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes**

- j. Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall include
  - i. **In an election year, delivery of 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/her acceptance of office form unless the Council resolves for this to be done at a later date.**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council
  - iii. Consideration of the recommendations made by a working group
  - iv. Review of delegation arrangements to committees, working groups, staff and other authorities
  - v. Review of terms of reference for committees and working groups
  - vi. Appointment of members to existing committees and working groups
  - vii. Appointment of any new committees or working groups in accordance with standing order 4
  - viii. Review and adoption of appropriate standing orders and financial regulations.
  - ix. Review of arrangements (if any) with other local authorities, not for profit bodies and businesses.

- x. Review of representation on or work with external bodies and arrangements for reporting back
- xi. 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
- xii. Review of inventory of land and other assets including buildings and office equipment.
- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks
- xiv. Review of the Council's and/or staff subscriptions to other bodies
- xv. Review of the Council's complaints procedure
- xvi. Review of the Council's policies, procedures and practices in respect of its obligations under the freedom of information and data protection legislation
- xvii. Review of the Council's policy for dealing with the press/media
- xviii. Review of the Council's employment policies and procedures
- xix. Review and confirmation of the Council's payments by Direct Debit and/or Standing Order
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council

## **6. EXTRAORDINARY MEETING OF THE COUNCIL AND COMMITTEES**

- a. The Chairman of the Council may convene an extraordinary meeting of the Council at any time**

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

## **7. PREVIOUS RESOLUTIONS**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or working group.
- b. When a motion moved pursuant to standing order 7 (a) above has been disposed of, no similar motion may be moved within a further six months

## **8. VOTING ON APPOINTMENTS**

- a. When 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. The process shall continue until a majority of votes is given in favour on one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

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

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

- h. Motions rejected shall be recorded with an explanation by the Proper Officer for their rejection

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

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. To correct an inaccuracy in the draft minutes of a meeting
  - ii. To move to a vote
  - iii. To defer consideration of a motion
  - iv. To refer a motion to a particular committee or working group
  - v. To appoint a person to preside a meeting
  - vi. To change the order of business on the agenda
  - vii. To proceed to the next business on the agenda
  - viii. To require a written report
  - ix. To appoint a committee or working group and their members
  - x. To extend the time limits for speaking
  - xi. To exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest
  - xii. To not hear further from a councillor or member of the public
  - xiii. To exclude a councillor or member of the public for disorderly conduct

- xiv. To temporarily suspend the meeting
- xv. To suspend a particular standing order (unless it reflects mandatory statutory requirements)
- xvi. To adjourn the meeting
- xvii. To close the meeting

## **11. MANAGEMENT OF INFORMATION**

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

## **12. DRAFT MINUTES**

- a. If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall not be taken as read**

- b.** There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c.** The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d.** If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she 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 the minutes of the meeting of the ( ) held on (date) in respect of ( ) were a correct record but his/her view was not upheld by the meeting and the minutes were confirmed as an accurate record of the proceedings”
- e. If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f.** Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes and recordings of the meeting for which approved minutes exist shall be destroyed.

### **13. CODE OF CONDUCT AND DISPENSATIONS**

- a.** All councillors shall observe the code of conduct adopted by the Council
- b.** Unless he/she has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he/she has a disclosable pecuniary interest. He/she may return to the meeting after it has considered the matter

in which he/she had the interest.

- c. Unless he/she has been granted dispensation, a Councillor shall withdraw from a meeting when it is considering a matter in which he/she has another interest if so required by the Council's code of conduct. He/she may return to the meeting after it has considered the matter in which he/she had the interest
- d. Dispensation requests shall be in writing and submitted to the Proper Officer** at least 24 hours prior to the meeting.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and the decision is final
- f. A dispensation request shall confirm
  - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates
  - ii. Whether the dispensation is required to participate at a meeting in a discussion only or a discussion and vote.
  - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought;
  - iv. An explanation as to why the dispensation is sought
- g. Subject to standing order 13(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting for which the dispensation is required.
- h. A dispensation may be granted in accordance with standing order 13(e) above, if having regard to all relevant circumstances the following applies:**
  - i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the**



**transaction of the business**

- ii. **Granting the dispensation is in the interests of the persons living in the council's area**
- iii. **It is otherwise appropriate to grant a dispensation**

**14. CODE OF CONDUCT COMPLAINTS**

- a. Upon notification by the District Council that it is dealing with a complaint that a councillor has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11 report this to the Council
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of the Council of this fact, and the Chairman shall nominate a clerk from an adjacent council to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d)
- c. The Council may:
  - i. Provide information of evidence where such disclosure is necessary to investigate the complaint or is a legal requirement
  - ii. Seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter
- d. **Upon notification by the District Council that a councillor has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against him/her. Such action excludes disqualification or suspension from office.**

## **15. PROPER OFFICER**

- a. The Proper Officer shall be the Clerk, or another Clerk, nominated by the Council, to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall
  - i. **At least three clear days before a meeting of the council or standing committee serve on councillors a summons, by delivery or post at their residences or by email authenticated in such a manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda; or by email, 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)**
  - ii. Subject to standing order 9 include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his/her withdrawal of it
  - iii. **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy of his/her office**
  - iv. **Facilitate inspection of the minute book (files) by local government electors**

- v. **Receive and retain copies of byelaws made by other authorities**
- vi. Hold acceptance of office forms from councillors
- vii. Hold a copy of every councillor's register of interests
- viii. Assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. Liaise, as appropriate, with the Council's Data Protection Officer
- x. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary
- xi. Assist in the organisation of , storage of, access to and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980)
- xii. Arrange for legal deeds to be executed
- xiii. Arrange or manage the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with its Financial Regulations
- xiv. Manage access to the information about the Council via the publication scheme;
- xv. Retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a. The Council shall appoint a responsible party to undertake the work of a Responsible Financial Officer when the Responsible

Financial Officer is absent

**17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a.** "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide
- b.** All payments by the Council shall be authorised, approved and paid in accordance with the law, the proper practices and the Council's Financial Regulations
- c.** The Responsible Financial Officer shall supply each councillor as soon as practicable
  - i. The Council's receipts and payments for each month
  - ii. The Council's aggregate receipts and payments for the year to date
  - iii. The balances held at the end of the month being reported
    - which includes a comparison with the budget for the financial year and highlight any actual or potential overspends
- d.** As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. Each councillor with a statement summarising the Council's receipt and payments for last month the year to date for information
  - ii. To the Council the annual governance statement for the year in the form of Section 1 and the accounting statements in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e.** The year end accounting statements shall be prepared in accordance with proper practices and apply the form of

accounts determined by the Council for a 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 Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS**

- a.** The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer which shall include detailed arrangements in respect of the following:
  - i. The keeping of accounting records and systems of internal controls
  - ii. The assessment and management of financial risks faced by the Council
  - iii. The work of the independent auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually
  - iv. The inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments and
  - v. Whether contracts with an estimated value of below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b.** Financial Regulations shall be reviewed at least once a year for fitness of purpose
- c. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public contract Regulations 2015 which include**

**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**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process of contracts for the supply of goods, material, services or the execution of works shall include, as a minimum, the following steps:
- i. A specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. An invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed
  - vi. Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee with delegated powers.
- e. Neither the Council nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. A public contract regulated by the Public Contract 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**

**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.**

- g. 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 the OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulation 2016.**

## **19. HANDLING STAFF MATTERS**

- a.** A matter personal to a member of staff that is being considered by a meeting of the Council or the Staffing Panel is subject to standing order 11
- b.** Subject to the Council's policy regarding absences from work, the Proper Officer shall notify Council of absence occasioned by illness or other reason.
- c.** The Chairman of the Staffing Panel shall upon a resolution conduct a review of the performance and annual appraisal of work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Council
- d.** Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the Staffing Panel in respect of an informal or

formal grievance matter, and this matter shall be reported back and progressed by the Staffing Panel

- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman of the Staffing Panel this shall be communicated to the Chairman of the Performance Panel and shall be reported back and progressed by resolution by the Performance Panel.
- f. Any person responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure
- g. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f)

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

- a. **The Council shall appoint a Data Protection Officer**
- b. **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her personal data**



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

**22. RELATIONS WITH THE PRESS/MEDIA**

- a. Requests from the press or other media for an oral or written comment or statement from the Council or councillors shall be handled by the Proper Officer in accordance with the Council's policy in respect of dealing with the press and/or media**

**23. EXECUTION OF LEGAL DEEDS**

- a. A legal deed shall not be executed on behalf of the Council unless authorised by a resolution**
- b. Subject to standing order 22(a) above, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

**24. COMMUNICATING WITH COUNTY AND DISTRICT COUNCILLORS**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda to the ward councillors of the County and District Council representing the area of the Council**
- b. Unless the Council determines otherwise, a copy of each letter sent to the County or District Council shall be sent to the**

ward councillors representing the area of the Council

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a.** Unless authorised by a resolution, no councillor shall
  - i. Inspect any land and/or premises which the Council has a right or duty to inspect
  - ii. Issue order, instructions or directions

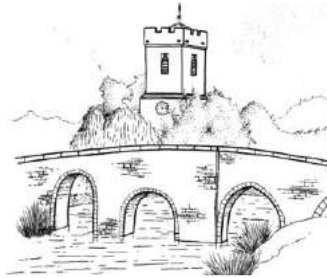
**26. STANDING ORDERS GENERALLY**

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

REVIEWED BY BIDFORD ON AVON PARISH COUNCIL 20<sup>TH</sup> MAY 2024

# **BIDFORD ON AVON PARISH COUNCIL**

## **In the County of Warwickshire**



### **BIDFORD-ON-AVON PARISH COUNCIL FINANCIAL REGULATIONS**

#### **1) GENERAL**

- 1.1. These Financial Regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Willful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations
  - Accounts and Audit Regulations means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place

- “Authorise” refers to a decision by Council, or a committee or an officer, to allow something to happen
  - “Proper practices” means those set out in *The Practitioners’ guide*”
  - *Practitioners’ Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England
  - “Must” and bold **text** refer to a statutory obligation the Council cannot change
  - “Shall” refers to a non-statutory instruction by the Council to its members and staff
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO
- acts under the policy direction of the Council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date
  - seeks economy, efficiency and effectiveness in the use of the Council resources and
  - produces financial management information as required by the council.
- 1.6. **The Council must not delegate any decision regarding:**
- **Setting the final budget or precept (Council Tax requirement)**
  - **The outcome of a review of the effectiveness of its internal controls**
  - **Approving accounting statements**

- **Approving an annual governance statement**
- **Borrowing**
- **Declaring eligibility for the General Power of Competence and**
- **Addressing recommendation from the internal or external auditors**

1.7. In addition, the Council shall:

- Authorize any grant or single commitment in excess of £5000

## **2) Risk Management and Internal Control**

- 2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management**
- 2.2. The Clerk/RFO shall prepare, for approval by the Council, a Risk Management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the Council.
- 2.4. **At least once a year, the Council must review the effectiveness of its systems of internal control before approving the Annual Governance Statement**
- 2.5. **The accounting control system determined by the RFO must include measure to**
  - **Ensure that risk is appropriately managed**
  - **ensure the prompt, accurate recording of financial transactions**
  - **prevent and detect inaccuracy or fraud and**
  - **allow the reconstitution of any lost record**

- **identify the duties of officers dealing with transactions**
  - **ensure division of responsibilities**
- 2.6. At least once a quarter, and at each financial year end, a member, other than the Chairman, shall be appointed to verify the bank reconciliation produced by the RFO. The member shall sign and date the reconciliation and the original bank, or similar document, as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Council.
- 2.7. Regular copies of the records on any Council computer are stored at a separate location with a company with whom the Council has a contract for such purpose. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3) Accounts and audit**

- 3.1. All accounting procedure and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain**
- **day to day entries of all sums of money received and expended by the Council and the matters to which they relate**
  - **a record of the assets and liabilities of the Council**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return
- 3.4. The RFO shall complete and certify the Annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices,

as soon as practicable after the end of the financial year. Having certified the Accounting Statements the RFO shall submit them, with any related documents, to the Council, within the time scales required by the Accounts and Audit Regulations

3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**

3.6. **Any officer or member of the Council must make available such document and records as the internal or external auditor consider necessary for the purpose of the** audit and shall, as directed by the Council, supply the RFO, internal auditor or external auditor with such information or explanation as the Council considers necessary.

3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's Risk Management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The Council shall ensure that the internal auditor

- Is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the Council.

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

- perform any operational duties for the Council;

- initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors

#### **4) Budget and precept**

- 4.1. **Before setting a precept, the Council must calculate its Council Tax/Budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 and succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions, shall be reviewed by the Council, at least annually when preparing the budget, for the following financial year and final version shall be evidenced by a hard copy schedule signed by the Clerk and Chairman of the Council.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair and replacement



- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by planning them in an earmarked reserve with the formal approval of full Council
- 4.5. Having considered the proposed budget and forecast, the Council shall determine its Council Tax/Budget requirement by setting a budget. The Council shall set a Precept for this amount no later than the end of January for the ensuing financial year.
- 4.6. The draft budget forecast, including any recommendations for the use of accumulation of reserves, shall be considered by Council
- 4.7. **Any member with Council Tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them**
- 4.8. The RFO shall **issue the Precept to the billing authority no later than the end of February** and shall supply each member with a copy of the agreed annual budget.
- 4.9. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned
- 4.10. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council

## **5) Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works, should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining process from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and, in the case of a new or

infrequent purchases, should ensure that the legal p[owe being used is reported to the meeting at which the order is authorised and also recorded in the Minutes (this is not required in the event of the Council being able to exercise the General Power of Competence)

- 5.3. Every contract shall comply with the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation") must be followed in respect of the tendering, award and notification of that contract**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT (currently £50,000m including VAT), the Clerk shall seek formal tenders from at least three suppliers agreed by the Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1
- 5.7. **For contracts estimated to be over £30,000 including VAT,(currently £25,000 excluding VAT) the Council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000, excluding VAT, the Clerk/RFO shall seek at least three fixed price quotes
- 5.9. Where the value is between £1,500 and £5,000 excluding VAT, the Clerk/RFO shall try to obtain three estimates, which might include evidence of online prices or recent prices from regular suppliers

- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. Specialised services, such as legal professionals acting in disputes
  - ii. Repairs to, or parts for, existing machinery or equipment
  - iii. Works, goods or services that constitute an extension of an existing contract
  - iv. Goods or services that are only available from one supplier or are sold at a fixed price
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason .
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by
- The Clerk, under delegated authority, for any items below £1,000 excluding VAT
  - The Clerk, in consultation with the Chairman of the Council, or Chairman of the appropriate Working Group, for any items below £3,000 excluding VAT
- 5.16. No individual member, or informal group of members, may issue an official order, unless instructed to do so in advance by a resolution of the Council, or make any contract on behalf of the Council

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council except in an emergency
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the Clerk may authorise expenditure up to £3,000 excluding VAT on repair, replacement of other work that in their judgement is necessary, whether or not there is a budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and service, above £500 excluding VAT, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO

## **6) Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for

compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 6.5. All payments shall be made by online banking in accordance with a resolution by Council.
- 6.6. For each financial year, the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligations, such as salaries, PAYE, pension contributions, rates, regular maintenance contracts and similar items, which the Council may authorise in advance for the year
- 6.7. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. Any payment of up to £1000 excluding VAT within an agreed budget
  - ii. Payments of up to £5000 excluding VAT in cases of serious risk to the delivery of Council services or to Public Safety on Council premises
  - iii. Any payment necessary to avoid a charge under the Late Payment Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Clerk and RFO certify that there is no dispute or other reason to delay

payments, provided that a list of such payments be submitted to the next appropriate meeting of Council

- iv. Fund transfers within the Council's banking arraignments provided that a list of such payments is submitted to the next appropriate meeting of the Council

6.8. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the Council. The Council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7) Electronic payments**

- 7.1. Where internet banking arrangements are made with a bank the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify 2 councillors, Chairman and Vice Chairman, who will be authorised to approve transactions on those accounts and two people will be involved in any online approval process: the Clerk being one of the authorised signatory.
- 7.2. All authorised signatories shall have access to view the Council's bank accounts online.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council.
- 7.4. The Service Administrator (Clerk/RFO) shall set up all items due for payment online. A list of payments for approval, shall be sent by email to the authorised signatory.
- 7.5. In the prolonged absence of the Service Administrator (Clerk/RFO) an authorised signatory shall set up any payments due before the return of the Service Administrator.

- 7.6. The authorised signatories shall check payment details against the schedule of payment, before approving each payment using the online banking system.
- 7.7. A full list of all payments made in a month shall be provided to the next Council meeting and appended to the Minutes
- 7.8. Account details for suppliers may only be changed upon written notification by the supplier, verified by the Clerk/RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.9. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated

## **8) Cheque payments**

Council no longer issues cheques

## **9) Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and/or RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by Council in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to the Council and authority for topping up shall be at the discretion of the Council
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk/RFO and any balance shall be paid in full each month
- 9.4. Personal credit or debit cards of members of staff shall not be used under any circumstances except for expenses of up to £500 including VAT incurred in accordance with Council policy

## **10) Petty Cash**

- 10.1. The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO for postage or minor stationery items shall be refunded on a regular basis.

## **11) Payment of salaries and allowances**

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



## **12) Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money for the proposed transaction.
- 12.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 12.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 12.5. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance of Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.6. All investments of money under the control of the Council shall be in the name of the Council.
- 12.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with these regulations

### **13) INCOME**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the Council. The council will review all fees and charges at least annually, following a report of the Clerk.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the RFO and shall be written off in the year.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers with such frequency as the RFO considers necessary. The origin of each receipt shall be clearly recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the Council's accounting records and that any VAT Return required is submitted by the due date.
- 13.7. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

### **14) Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed

certificates from the architect or other consultants engaged to supervise the works.

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

## **15) Stores and equipment**

- 15.1. The Clerk shall be responsible for the care and custody of stores and equipment
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made
- 15.3.
- 15.4. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 15.5. Order books shall be controlled by the RFO.
- 15.6. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 15.7. A member may not issue an official order or make any contract on behalf of the council.
- 15.8. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

## **16) Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations
- 16.3. The continued existence of tangible assets showing on the Register shall be verified at least annually possibly in conjunction with health and safety inspection of assets
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written Report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council together with any other consents required by law, except where the estimated value of any one item does not exceed £1000. In each case a written report shall be provided to Council with a full business case.

## **17) Insurance**

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

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

## **18) Suspension and revision of Financial Regulations**

- 18.1. The Council shall review these Financial Regulations of the Council from time to time and, following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 18.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members of Council.
- 18.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganization, national restrictions or other exceptional circumstances.

## **Appendix 1 – Tender process**

Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

- 1)** The invitation shall, in addition, state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by Council
- 2)** Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council
- 3)** Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission
- 4)** Any invitation to tender issued under this regulation shall be subject to Standing Order 18c) and shall refer to the terms of Bribery Act 2010
- 5)** Where the Council does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote, who was present when the original decision-making process was being undertaken

Approved by Bidford on Avon Parish Council 20<sup>th</sup> May 2024

## **Parish Council and Planning Committee Meetings 2024/25**

All meetings start at 7.30 pm unless otherwise indicated and take place at the Parish Council Meeting Room, Bramley Way, except in November, when it takes place at Broom Village Hall.

Agenda for the meetings are posted on the website the Wednesday before the meeting date and advertised on social media

### **PLANNING**

Monday 10<sup>th</sup> June 2024  
Monday 8<sup>th</sup> July 2024  
Monday 12<sup>th</sup> August 2024  
Monday 9<sup>th</sup> September 2024  
Monday 14<sup>th</sup> October 2024  
Monday 11<sup>th</sup> November 2024  
Monday 9<sup>th</sup> December 2024  
Monday 13<sup>th</sup> January 2025  
Monday 10<sup>th</sup> February 2025  
Monday 10<sup>th</sup> March 2025  
Monday 14<sup>th</sup> April 2025  
Monday 12<sup>th</sup> May 2025

### **PARISH COUNCIL**

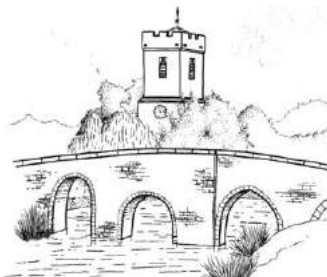
Monday 24<sup>th</sup> June 2024  
Monday 29<sup>th</sup> July 2024  
Monday 19<sup>th</sup> August 2024  
Monday 30<sup>th</sup> September 2024  
Monday 28<sup>th</sup> October 2024  
Monday 25<sup>th</sup> November 2024  
Monday 16<sup>th</sup> December 2024  
Monday 20<sup>th</sup> January 2025  
Monday 24<sup>th</sup> February 2025  
Monday 31<sup>st</sup> March 2025  
Monday 28<sup>th</sup> April 2025  
Monday 23<sup>rd</sup> May 2025 (**Annual Meeting of the Parish Council**)



Elisabeth Uggerløse  
Clerk to the Parish Council  
Tel 778 653/Mob 07718628925

# BIDFORD ON AVON PARISH COUNCIL

## In the County of Warwickshire



### Item 20i) COMMUNITIES WG REPORT AND RECOMMENDATIONS MAY 2024

Meeting took place on Thursday 9<sup>th</sup> May 2024 @ 12.00 noon at Bidford Community Library

Attendants: Cllrs Barry, Cullum (Chairman) and Ho  
Cllr Taylor (N) had sent his apologies

Also present: Mrs E Uggerloese, Clerk and Miss H. Wren, Admin. Assistant

#### 1. Market

The Market Manager has resigned.

An advertisement for the replacement has been published.

**Recommendation** to note the update

#### 2. Twinning Association

Following a lengthy discussion, it was agreed that a meeting between the parties would be beneficial to raise understanding and collaboration in the future.

Regrettably, it was not possible to arrange this before the publishing of the Agenda due to members being away. It has been agreed to arrange on their return.

In the meantime, the WG considered the purchase the Twinning Association has made of a "Royal Mail CR Post Box. Red Wall Mounted Letterbox with Lock Mailbox For Outside" Cost £150 and, having received information on the Twinning Ass. as had been requested, the

**Recommendation** is to approve the £150 and to send a letter of thanks and congratulations to the Mayor of Ebdorfergrund.

Item 20i) Communities WG Report & Recommendations May 2024