

## SHERIFFHALES PARISH COUNCIL

*Including the communities of Sherifffhales, Lilyhurst, Burlington, Heath Hill,  
Weston Heath, Redhill and Chadwell*

Clerk to the Council: Miss Jennifer Cree, 59 Wildwood, Telford TF7 5PW

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Present: Cllrs: Dr Alan MacWhannell (Chairman); Mr John Horne; Mr Neil Pulker, Mr Gordon Tonkinson; Mr Nicholas Edwards; Mr John Webb; Mr Kevin Turley.

Clerk to the Council – Miss J Cree

- 31/18. Election of Chairman of the Parish Council for the Council Year 2018/9. (the new Chairman to make his/her declaration of Acceptance of Office).

There was one nomination for Chairman Councillor Dr Alan MacWhannell. This was proposed by Councillor John Webb and Seconded by Councillor Gordon Tomkinson. A vote this was carried with 6 for and 1 abstention. Therefore Councillor Dr Alan MacWhannell was duly elected to the position of Chairman and signed his declaration of acceptance of office.

- 32/18. Appointment of Vice-Chairman of the Parish Council for the Council Year 2018/9. (the new Vice-Chairman to make his/her declaration of Acceptance of Office).

There was one nomination for Vice-Chairman Councillor Neil Pulker. This was proposed by Councillor John Horne and Seconded by Councillor Kevin Turley. On a vote this was carried with 6 for and 1 abstention. Therefore Councillor Neil Pulker was duly elected to the position of Vice-Chairman and signed his declaration of acceptance of office.

- 33/18. Vote of Thanks to the Outgoing Chairman and Vice-Chairman.

The Chairman thanked the outgoing Vice Chairman for his support and significant contribution over the past 12 months. He also thanked his fellow Councillors for their contributions.

- 34/18. Apologies for Absence.

Apologies of absence were received from Councillors Phillip Green and James Bubb due to other commitments. The acceptance of the apologies was agreed as proposed by Councillor Kevin Turley and seconded by Councillor John Webb.

- 35/18. Public Participation – a maximum of 15 minutes for members of the public to address the Council

For note: The public participation is for the public to address the Parish Council on matters that they wish to raise. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this

following the meeting. If it is a matter for further discussion it may be added to a future agenda.

Mr Patrick Kind – Chairman of the Village Hall Committee raised the following points:

- Mr Kind remained personally concerned over issues related to the trees on the boundary between the playing field and his property. He stated that he had been promised a Councillor would talk with him over this..Councillor Kevin Turley agreed to liaise with him on the matter.
- Mr Kind wished to report to the Council that funding had been identified and an order placed to install 2 Portaloos on the Playing Field from the 5<sup>th</sup> June 2018. This would facilitate use by Sheriffhales Primary School. It was noted that members have not given permission for toilets to be sited on the Playing Field but would discuss it later in the agenda under item 51/18.
- Mr Kind informed the Council that electricity for the lamps on the car park area outside the Village Hall was being paid for by the Village Hall and asked for the Parish Council to fund this lighting cost. It was noted that the lamps were not listed on the Parish Councils fixed asset register.

Mr Stuart Edmonson addressed the Council and raised the following points:

- It is the 100<sup>th</sup> anniversary of the First World War this November, and he asked what the Parish Council had planned to mark the event.
- He asked for an explanation for the fluctuation in the precept over the past few years and the reasons for variation.

The following members of the public addressed the Council in relation to the newly installed traffic calming measures: Mr Mike Goodridge, Mr Robert Baker and Mr Stuart Williams. Points of concern raised are detailed below:

- The mirror to help see oncoming traffic opposite Pinfold Road is blocked by a sign now.
- Cars approaching from Shifnal towards the build outs do so in the middle of the road, which make it very dangerous to exit the Pinfold Junction onto the main road.
- Traffic appears to be moving quicker than before as it now speeds up to get through the pinch point system.
- Crossing the road on foot is now easier as there is single file traffic. The pavement is now an improvement, but Residents are very concerned over the increased speed in traffic. Drivers are not abiding by the Highway Code and not stopping in the designated white box, over shooting it and causing altercations between drivers.

In addition, an email from Mrs Janet Smith relating to traffic calming measures was received and read out. It is detailed below:

“I live at --- and the traffic stops right outside my house. Points of note are:

- Traffic is approaching the white triangle too fast.
- Traffic is over shooting the triangle box.
- Some drivers are not giving way as they should to oncoming cars - this has caused a few altercations outside my home between drivers.
- Turning right out of my drive onto the road can cause problems. Obviously, the road is clear as I pull out of my drive but by the time I have positioned my car in the road correctly oncoming traffic is approaching normally too fast. I have been on the receiving end of some abuse from other drivers – they do not slow down or give way and do not realise that there is a “concealed drive”.

Whilst the new measures are welcome and the footpath is a great safety issue people are NOT abiding by the speed limit or the traffic flow signs.”

Mr Peter Young was unable to be present due to illness but had asked Councillor J Webb to raise the following relating to the Playing field. Mr Young litter picks and has emptied the refuse bins on the field; however, the bins were in such a bad state of repair he has removed them from the field, leaving only 1 bin by the children’s play area. There are also 2 dog bins near the playing field, one by the entrance gate and one opposite the gate by the Church. He also felt that the Parish Council should consider toilet facilities at the Playing Field.

Standing orders were re-instated.

36/18. Declaration of Councillors’ Pecuniary Interests.

Councillor J Horne declared an interest in relation to planning application 18/01772/PMBPA and in relation to any discussions regarding the WI.

37/18. To receive for confirmation, adoption, and agreement the Minutes of the Parish Council meeting held on 8<sup>TH</sup> March 2018.

The Minutes of the meeting held on 8<sup>th</sup> March 2018, having been circulated in advance of the current meeting, were approved and signed as a true record of the proceedings at that meeting with the exception that a note be added to the minutes explaining the procedure for Public participation as detailed below:

“For note: The public participation is for the public to address the Parish Council on matters that they wish to raise. The Parish Council cannot comment or resolve action on any points raised at this time. If the item requires information being sent from the Council, the Clerk will do this following the meeting. If it is a matter for further discussion it may be added to a future agenda.”

38/18. Agree authorisation of signatories for Cheques.

It was agreed the new Clerk be added as a cheque signatory onto the 2 bank accounts held by the Parish Council, the other signatories to be Councillors Alan MacWhannell, Neil Pulkar and Nicholas Edwards.

It was agreed as proposed by Councillor Gordon Tonkinson and seconded by Councillor Neil Pulkar to accept the signatories as above. On a vote this was carried.

- 39/18. Agree revised standing orders and adopt Financial Risk Assessment and amended Financial regulations.

It was proposed by Councillor Kevin Turley and seconded by Councillor John Horne to accept the revised standing orders, adopt the Financial Risk Assessment (with an amendment to include that the assets register is re-evaluated for both cost to replace and insured values) and amended Financial Regulations as appendix 1 to these minutes. On a vote these were agreed.

- 40/18. Agree the inventory of land and assets including buildings and office equipment.

List of assets as per the Insurance Schedule:

### Sheriffhales Parish Council ASSET REGISTER

Total value of assets held by the Council on 31 March 2017

Date purchased	Description	Cost £	Total £
	<b>Infrastructure</b>		80,475
18/06/2004	Bus Shelter	5,475	
28/03/2015	Sheriffhales Playing Field	75,000	
	<b>Furniture/equipment</b>		2,343
23/04/2013	Rainbow picnic bench	387	
10/09/2013	Rainbow 3-seater bench	308	
31/08/2011	Rubbish bin	500	
20/09 & 15/11/07	Noticeboards	337	
	Chairman's Chain	100	
19/02/2016	Clerk Mobile	100	
11/09/2014	Laptop		

		333	
	Tablet	79	
30/08/2016	Printer	199	
	<b>Community</b>		17,502
19/09/2013	2 Goal Posts	200	
31/08/2011	Play equipment	15,302	
08/02/2008	Small area of amenity land by road side.	<u>2,000</u>	
		<b><u>100,320</u></b>	<b><u>100,320</u></b>

It was proposed by Councillor Neil Pulkar and seconded by Councillor John Horne to accept the Fixed Assets schedule above, on a vote these were agreed.

It was agreed that the Clerk review with the Insurance Company the terms of the policy with regard to purchase value insurance i.e. values written down each year for depreciation, against actual replacement costs for the items insured.

It was noted that the lighting at the Village Hall is not listed as an asset of the Parish Council.

41/18. Agree arrangements for insurance cover in respect of all insured risks.

The Parish Council is insured with Came and Company and the policy is due for renewal in November 2019.

42/18. Agree and adopt a Council's complaints procedure including Health and Safety policy.

Sheriffhales Parish Council Complaints policy

1. This Policy sets out procedures for dealing with any complaints that anyone may have about the Sheriffhales Council's administration and procedures. It applies to Sheriffhales Parish Council's employees. Councillors are covered by the Code of Conduct adopted by the Council on May 2002. Complaints against policy decisions made by the Council shall be referred back to Council [but note paragraph 11a of the Council's Standing Orders which says that issues shall not be re-opened for six months].
2. If a complaint about procedures or administration as practised by the Council's employees is notified orally to a Councillor or the Clerk to the Council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the Clerk to the Council and be assured that it will be dealt with promptly after receipt.

3. If the Complainant prefers not to put the complaint to the Clerk to the Council, he or she should be advised to put it to the Chairman of Council.
4. a) On receipt of a written complaint the Chairman of Council or the Clerk to the Council (except where the complainant is about his or her own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving him or her an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.  
b) Where the Clerk to the Council or the Chairman of Council/Mayor receives a written complaint about the Clerk to the Council's own actions, he or she shall refer the complaint to The Chairman of Council. The Clerk to the Council shall be notified and given an opportunity to comment.
5. The Clerk to the Council or Chairman of Council shall report to the next meeting of the Council any written complaint disposed of by direct action with the complainant.
6. The Clerk to the Council or Chairman of Council shall bring any written complaint that has not been settled to the next meeting of the Council. The Clerk to the Council shall notify the complainant of the date on which the complaint will be considered, and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter may be related to Grievance, Disciplinary or Standard Board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under Exempt Business to exclude any member of the public or the press or deferred on appropriate advice received).
7. The Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the Council meeting in public.
8. As soon as may be after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
9. A Council shall defer dealing with any written complaint only if it is of the opinion that issues of law or practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received.

## **SHERIFFHALES PARISH COUNCIL HEALTH & SAFETY POLICY**

This Statement has been prepared as a requirement under Section 2 of the Health and Safety at Work Etc. Act 1974. It sets out the Council's general policy for safeguarding the health and safety at work of employees. So far as is reasonably practicable, the Council will ensure that persons not in its employment, who may be affected by its activities, are not exposed to risks to their health and safety.

### **1.0 Statement of Safety Policy**

1.1 Sheriffhales Parish Council recognises and accepts its duty as an employer to provide a safe and healthy work place and working environment for all employees.

1.2 The Council will ensure the health, safety and welfare at work of all employees as far as is reasonably practicable by:

- a) providing and maintaining plant, equipment and systems of work that are safe and without risks to health;
- b) ensuring that the use, handling, storage and transport of articles and substances is done in a safe manner without risks to health;
- c) providing such information, instruction, training and supervision as may be required to ensure the health and safety of its employees whilst at work;
- d) maintaining all places of work for which it is responsible in a safe condition and without risks to health, and by providing and maintaining access to and egress from all such places in a safe condition;
- e) providing and maintaining a working environment for its employees which is safe without risk to health and adequate as regards facilities and arrangements for their welfare at work, including appropriate provision of protective clothing and equipment;
- f) undertaking and revising from time to time as appropriate, a risk assessment relating to each work area, which encompasses all matters relating to occupational health as it affects employees.

1.3 So far as is reasonably practicable, the Council will ensure that persons not in its employment who may be affected by its activities are not exposed to risks to their health and safety.

1.4 The Council reminds employees of their own duties and responsibilities under Sections 7 and 8 of the Health and Safety at Work Etc. Act 1974,

- a) to take reasonable care for the Health and Safety of themselves and of other persons (including non-employees) who may be affected by their acts or omissions at work;
- b) to co-operate with the Council in meeting its statutory obligations and contribute positively to the safety and health at work by:-
  - i) complying with all statutory regulations and any relevant code of practice;
  - ii) maintaining working areas in a tidy condition;
  - iii) ensuring any guards provided are maintained in position when any machine or equipment is in use;
  - iv) wearing appropriate protective clothing;
  - v) operating in accordance with any safe system of working laid down by the Council;

c) not intentionally or recklessly to interfere with or misuse anything provided in the interests of Health, Safety or Welfare or in pursuance of any statutory requirements;

d) report to the Clerk, any accident, however trivial, or dangerous occurrence or defective protective equipment they have experienced, witnessed or which may have been made known to them and any other matters which may be relevant in assessing the risk of an accident or dangerous occurrence at the place of work, in accordance with Regulation 12, Management of Health and Safety at Work Regulations, 1992.

## **2.0 Organisation**

2.1 The Clerk will be responsible to the Council for the overall implementation of the Council's Safety Policy.

2.2 The Clerk will advise the Council on all matters relating to Health, Safety and Welfare.

2.3 The Clerk will carry out the practical day-to-day functions of a Safety Officer, for park safety check lists a councillor may also be appointed.

2.4 The Clerk will report to the Council, any matter relating to Health and Safety or Welfare which is unsatisfactory and/or requires remedial action.

2.5 The Clerk will be responsible for:

- a) collating accident reports;
- b) organising training in safety matters for existing staff and all new entrants;
- c) arranging and/or delegating risk assessments where necessary.

## **3.0 Implementation of Safety Policy**

3.1 The Council shall provide the necessary finance to comply with the requirements of safety legislation.

3.2 The Council will be responsible for:

- a) the promotion of accident prevention measures, advice and training;
- b) the identification and elimination of potential hazards;
- c) the development of safe working methods and environments;
- d) regular inspection of work environments to check compliance with established regulations.

3.3 The Council will ensure that there is an effective system of communication with its employees on health and safety matters.

a) If an employee wishes to bring to the attention of the Council any matter which in his/her opinion contravenes the Health and Safety at Work Etc. Act, 1974, Management of Health & Safety at Work Regulations 1999, he/she should do so by first discussing it with the Clerk.



b) The Clerk will refer the matter to the Chairman of the Council.

c) If an employee feels that the matter has still not been resolved to his/her satisfaction, he/she may approach the Chairman who will instruct that the matter be raised at the next meeting of the Council.

3.4 All equipment owned by the Council will be kept in good condition and the Clerk will ensure that provision is made for regular maintenance and inspection.

3.5 The Clerk will be responsible for inspecting and maintaining the Defibrillator.

3.6 This Statement of the Council's Safety Policy will be reviewed and added to or amended as necessary to take into account changes in legislation, methods of working, machinery or tools.

3.7 Detail of risks, risk assessment, risk management and Health and Safety are provided as separate files as an addendum to this Policy.

3.8 A Copy of this Statement and supplements will be issued to all employees.

It was proposed by Councillor N Pulkar and seconded by Councillor J Horne to adopt the Complaints procedure detailed above. On a vote this was agreed.

#### **4.0 Health & Safety Regulations**

**4.1 Management of Health and Safety at Work Regulations 1999:** require employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.

**4.2 Workplace (Health, Safety and Welfare) Regulations 1992:** cover a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.

**4.3 Health and Safety (Display Screen Equipment) Regulations 1992:** set out requirements for work with Visual Display Units (VDUs).

**4.4 Personal Protective Equipment at Work Regulations:** require employers to provide appropriate protective clothing and equipment for their employees.

**4.5 Provision and Use of Work Equipment Regulations 1998:** require that equipment provided for use at work, including machinery is safe.

**4.6 Manual Handling Operations Regulations 1992 (Amended 2002):** cover the moving of objects by hand or bodily force.

**4.7 Health and Safety (First Aid) Regulations 1981:** Covers requirements for first aid.

**4.8 Employers' Liability (Compulsory Insurance) Act 1969:** requires employers to take out insurance against accidents and ill health to their employees.

**4.9 The Health and Safety Information for Employees Regulations 1989:** require employers to display a poster telling employees what they need to know about health and safety.

**4.10 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR):** require employers to notify certain occupational injuries, diseases and dangerous events.

**4.11 Noise at Work Regulations 1989:** require employers to take action to protect employees from hearing damage.

**4.12 Electricity at Work Regulations 1989:** require people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.

**4.13 Control of Substances Hazardous to Health Regulations 2002 (COSHH):** Require employers to assess the risks from hazardous substance and take appropriate precautions.

**Adopted by Sherifhales Parish Council on 10<sup>th</sup> May 2018**

- 43/18. Agree Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.

The FOI policy is below:

***Under the above recent legislation all local councils are obliged to prepare a scheme specifying council documents, copies of which members of the public may request. Such a scheme has been prepared by Sherifhales Parish Council and has been approved by the nationally based Information Commissioner. Copies of documents specified in the scheme will be charged at 25p per A4 side.***

Model code from the ICM was circulated to all members with the agenda papers. Copies are attached as appendix 4 to these minutes.

The Council pays annually by Cheque for registration to the Data Protection Act.

It was proposed by Councillor N Pulkar and seconded by Councillor J Horne to adopt the above procedures. On a vote this was agreed.

- 44/18. Agree Council's policy for dealing with the press/media

The following policy was presented to the Council:

This policy presented is that only the Chairman and the Clerk may deal

with the press. All members of the Council may talk to the press if they so wish, but can only express their opinion, they cannot speak on behalf of the Parish Council.

## **SHERIFFHALES PARISH COUNCIL - MEDIA POLICY**

### **Introduction**

1. Sheriffhales Parish Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's publication scheme, please contact the Council's clerk or, in his absence, **the Chairman**.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

### **Legal requirements and restrictions**

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's standing orders and financial regulations. The Council's financial regulations and relevant standing orders referenced in this policy are available via the Council's publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's publication scheme.

### **Meetings**

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask

questions. Public participation is regulated by the Council's standing orders.

8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.

9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.

10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.

11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.

12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee. Members of the public that wish to film need to complete a form with their details on as a record of the filming.

### **Other communications with the media**

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.

15. The Council's Clerk, or in his absence, Chairman may contact the media if the Council wants to provide information, a statement or other material about the Council.

16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

It was proposed by Councillor J Horne and seconded by Councillor K Turley to adopt the above procedures. On a vote this was agreed.

45/18. Members to review their Disclosable Pecuniary Interests and notify Clerk of any amendments / updates and the Code of Conduct policy

All members were asked to read / review their register of interest, any amendments are to be forwarded to the Clerk. It was noted that the Clerk will keep a copy of these registers at the Council meetings so as if an interest is declared she can confirm it is on the register.

46/18. Matters arising for clarification Previous Minutes.

None were reported.

47/18. Agree communication procedure and process for Councillors – and use of electronic communication

At the present time there are 2 Councillors that do not have email access, the Clerk was concerned that they are not receiving information at the same time as other members. It was agreed Councillors who do not have easy access to Electronic mail would receive a weekly mailing from the Clerk relating to matters that have arisen over the preceding week.

48/18. Planning Appeals, Applications and Decisions

17/04653/FUL Redhill Stud, Crackleybank, Sheriffhales

Erection of 1 No Rural Workers Dwelling. It was agreed not to send further comments on this application to the Planning Inspectorate. This was proposed by Councillor Neil Pulkar and seconded by Councillor Kevin Turley.

18/01790/LBC Village Farm Lodge, Sheriffhales,

Alterations in connection with conversion and extension of existing barn to form one residential unit affecting a Grade II Listed Building

It was agreed to **Recommend Refusal** on this application as:

- It is out of keeping with the surrounding properties and area
- Not in keeping with a barn conversion due to the additional large windows and sliding glass doors
- Privacy is lost to the neighbouring property
- Over development of the site
- It is too close to the boundary.

This was proposed by Councillor Neil Pulkar and seconded by Councillor Kevin Turley. On a vote it was carried.

It was noted that the query had been raised with the planning department over the regulations for barn conversions and allowing additional windows, no response has been received. The Clerk to request a response for the next meeting.

18/01772/PMBPA Barns at HungarHill Farm, Sheriffhales

### Conversion to 3No dwellings

It was agreed to **Recommend Refusal** on this application as:

- It is out of keeping with the surrounding properties and area
- An inappropriate development

This was proposed by Councillor Neil Pulkar and seconded by Councillor Kevin Turley. On a vote it was carried.

#### 49/18. To review responsibility for website maintenance, re-launch and updating

Members agreed that a strategy needs to be developed on community communication and engagement using the correct social media platforms. It was agreed that the website refresh should be included in this process. Progress to be reported back to the next meeting.

#### 50/18. Village Maintenance (Inc road Verges) and grass cutting

At the present time a team of elderly volunteers look after the smaller green spaces in the Parish. The Council has asked through publication on Parish Noticeboards and previously in the Parish Magazine for volunteers to help undertake this work with little response. The notice asks for interested parties to contact the Clerk if they wish to undertake some of this work.

It was agreed to discuss at the next meeting possible budget implications of this work and preparation of a specification / list of work that councillors think needs to be undertaken if outsourced. Items raised for inclusion so far include emptying of dog / refuse bins, litter picking, grass cutting and related gardening.

Members to discuss within community other items for this list of work.

#### 51/18. To agree programme for maintenance and development of playing field area (Inc boundaries)

The Council was informed that legal responsibilities arising from ownership and management of the Playing Field were currently being discussed with Shropshire Council Legal Team. The land registry map included relating to the playing field has been reviewed as part of this work.

It was agreed that the Clerk find a cost for a surveyor to undertake the mapping of the exact boundary of the field and engage their services if it is under the prescribed limit of £500 as per Financial Regulations. If the cost is greater this to be brought back to the next meeting with the required number of quotations for the work again as per the Financial Regulations.

This to be an agenda item for the next meeting but Councillors agreed if information was obtained quickly then an interim meeting should be called to take forward if appropriate.

The above was agreed. Councillor Kevin Turley proposing and Councillor John Webb seconding the motion.

The short notice provision of temporary lavatory facilities was discussed with Councillors raising concerns relating to liability generally and health and safety issues in particular. It was agreed that approval for this use could not be given and it was Resolved that the Clerk write to the school and inform them of this intermediate decision.

The Chairman informed members that he and the Clerk had made contact with Shropshire Playing Fields Association and they would be coming out to give their advice on the development of the playing fields. Previous items raised, included further fencing, toilets, increased seating, and trimming back of hedges and trees.

52/18. To agree a response to Shropshire Highways on road safety and Highway Improvements within the Parish.

Members having noted the public responses received and comments made relating to the Traffic Calming measures in Public Participation.

Councillor Kevin Turley reported that Shropshire Highways are aware of the complaints and are arranging to collate data on the traffic speeds, traffic flow and will present their findings as soon as possible. It was agreed that the Clerk collate the items of concern and send a letter to Shropshire Council supporting the views of the residents and request that they receive a formal response back to their letter.

The above motion was proposed by Councillor Nicholas Edwards and seconded by Councillor John Horne, on a vote this was carried.

53/18. Report from the Clerk/Responsible Financial Officer

- (1) AED/First aid training
- (2) To agree a response to the future FIT Consultation process – it was agreed to invite Telford CCG to come and talk to members on the impact it would have on local residents if the services were moved from Telford.
- (3) GDPR update – it was noted that the final information re the Data Controller had yet to be confirmed, therefore the GDPR will be presented to the next meeting. It was agreed that the Clerk should follow the guidance issued from SALC on this matter. The Clerk has already cleared files of old data from the archives and shredded the paperwork that was out of date.
- (4) Housing Needs Survey – It was agreed this needs to be linked to a Parish / Neighbourhood Plan and will be taken forward by the Chairman and the Clerk in the first instance.

Correspondence to note

- (5) Final draft of Lillishall neighbourhood plan circulated for response
- (6) ROSPA Inspection of play area
- (7) 2018/19 S137 limit set at £7.86 per elector
- (8) Receipt of Precept monies
- (9) Town and Parish Council forum Monday 21<sup>st</sup> May.
- (10) SALC be a better Councillor training 28th September 2018.
- (11) Heathhill Footpath payment to contractor
- (12) Shropshire Council Response to correspondence from Sheriffhales Parish Council relating to Woodcote Quarry Planning decision.

54/18. To ratify and agree accounts for Payment.

The accounts were presented below:

Chq No	Amount	Payee
1208	10.00	J Cree
1209	341.78	J Cree
1210	85.40	Inland Revenue
1211	1056.37	Graham Bould
DD	1618.91	Public Works Loan
1212	341.78	J Cree
1213	85.4	Inland Revenue
1214	355.46	J Cree
1215	88.8	Inland Revenue
1216	30	Shropshire Playing Fields
Total	4013.90	

The accounts as set out above were accepted, these were proposed by Councillor J Horne and seconded by Councillor K Turley and on a vote were carried.

55/18. To receive and agree the year end accounts including Internal Auditors Report (if completed) to be tabled at the meeting.

The yearend accounts were circulated to all members prior to the meeting, it was proposed by Councillor J Horne and seconded by Councillor Kevin Turley to accept the accounts as set out as appendix 3 to these minutes.

On a vote this was carried.



The Internal Auditors report is still awaited as the Clerk has been unable to contact him. This will be circulated to all members when received and taken at the next Parish Council meeting. It was noted if the Clerk could not contact him then she would make alternative arrangements.

56/18. Items for future Meetings:

Speed sign demonstration and costings  
WW1 – the Silent Soldier  
Bins on the Playing fields  
Village Hall Lighting  
Toilets on the playing field for school use  
Crime prevention – Smart water / Stop Thief  
Communications strategy i.e. Facebook, web page etc.  
Parish / Neighbourhood Plan  
Village Maintenance Specification  
Hedge Problems at Burlington Road Junction

57/18. Dates of Next Meetings –

19<sup>th</sup> July 2018  
13<sup>th</sup> September 2018  
8<sup>th</sup> November 2018

Councillor John Webb resigned as a Parish Councillor at the end of the meeting as he is moving from the area and no longer will qualify to be a Councillor. The Clerk will contact the elections department at Shropshire Council to inform them of the vacancy.

## **Sheriffhales Parish Council**

*Including the communities of Sheriffhales, Lilyhurst, Burlington, Crackley Bank, Heath Hill, Weston Heath, Redhill, Chadwell and Lilleshall Hall.*

# **Standing orders**

## **Adopted May 2018**



**National Association of Local Councils (NALC)**  
**109 Great Russell Street**  
**London**  
**WC1B 3LD**

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# INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

## HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘( )’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[ ]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

## RULES OF DEBATE AT MEETINGS

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

- ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (4) minutes without the consent of the chairman of the meeting.

## **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that

the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than (3) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.



- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any**

**question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

● u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

● 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.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- 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 a period of (3) hours.

## COMMITTEES AND SUB-COMMITTEES

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

- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **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 the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7.30pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. 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;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

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

## **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 (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## MANAGEMENT OF INFORMATION

*See also standing order 20.*

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

## DRAFT MINUTES

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



- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - 
  -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

## CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

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

meeting after it has considered the matter in which he had the interest.

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

## CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

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

## PROPER OFFICER

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

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (6) days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **FINANCIAL CONTROLS AND PROCUREMENT**

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

- v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 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 £363,424 for a supply, services or design contract;**

**or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

## **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's Clerk shall notify the chairman of the Council or, if he / she is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to its next meeting.
- c The chairman of or in his/her absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the chairman of the Council in his / her absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the Council which shall be reported back and progressed by resolution of the next Council meeting.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- 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).

## **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

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

for information held by the Council.

- b. **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

## **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

## **RELATIONS WITH THE PRESS/MEDIA**

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

## **EXECUTION AND SEALING OF LEGAL DEEDS**

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

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



**signatures.]**

## **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

## **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

## **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

**SHERIFFHALES PARISH COUNCIL**  
**FINANCIAL REGULATIONS [ENGLAND]**

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These Financial Regulations were adopted by the Council at its Meeting held on .....

**1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders<sup>1</sup> and any individual financial regulations relating to contracts.

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<sup>1</sup> Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
- for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]
- 1.9. The RFO;
- acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the council; and
  - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
  - approve any grant or a single commitment in excess of [£5,000]; and
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the

regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee].
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;

- initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. [Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast].
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance and General Purposes Committee and then the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of December each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over [£5,000];
  - a duly delegated committee of the council for items over [£500]; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below [£500].

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year, but transferred to nominated Bank Account for use for future Projects.
- 4.4. The salary budgets are to be reviewed at least annually in [October] for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of [£500]. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£100] or [15%] of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. [The council shall seek credit references in respect of members or employees who act as signatories.]
- 5.2. 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. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council [or Finance Committee] meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee]; or
  - c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [or Finance Committee].
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and

shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [or duly delegated committee].
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by one member of council and countersigned by the Clerk, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two authorised signatories are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are

reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identifies only the Clerk / RFO has access to Internet Banking, all payments made this way are presented to the Council at the first available meeting.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO][a member]. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.19. The RFO may provide petty cash to officers for the purpose of defraying operational and

other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of [£250] for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the [council] [relevant committee].
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. 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.
- 8.4. 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.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency

as the RFO considers necessary.

- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services;
    - ii. for specialist services such as are provided by solicitors, accountants, surveyors and

planning consultants;

- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
  - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

## **13. STORES AND EQUIPMENT**

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. **Stocks shall be kept at the minimum levels consistent with operational requirements.**
- 13.4. **The RFO shall be responsible for periodic checks of stocks and stores at least annually.**

## **14. ASSETS, PROPERTIES AND ESTATES**

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property



does not exceed [£250].

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **15. INSURANCE**

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].
- 15.2. [The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **16. CHARITIES**

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

## **17. RISK MANAGEMENT**

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

## **18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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## Risk Assessment

### Preamble and Guidance

Every Parish Council should have a system in place to help manage risk. This system will be simple for the smallest parishes and more complex for larger parishes and town councils. A council's internal auditor may use the risk management system to help identify what tests to carry out as part of the audit.

Risk management is important. The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. Most Clerks will already be assessing and managing risks in some way or other but there may be room to improve and document practices.

Members are ultimately responsible for risk management because risks threaten a council's ability to achieve its objectives. The Clerk should therefore ensure that members should:-

- Identify the key risk facing the council
- Evaluate the potential to the council of one of these risks taking place; and
- Agree measures to avoid, reduce or control the risk of consequence.

Every Council is different and there is no such thing as a standard list of risks. There are however a number of common themes that are likely to emerge. These might include:

- Physical assets – buildings, equipment, IT Hardware etc
- Finance – Banking, loss of income, petty cash etc.
- Injury to the public – in play grounds and recreation grounds, in village halls, at burial grounds etc.
- Complying with legal requirements – agendas and minutes, burial records, etc.
- Councillor propriety – declarations of interest, gifts and hospitality etc.

The Clerk needs to consider each of the possible risks under each of the identified schemes. For example physical assets could be lost as a result of fire and flood, damaged by vandals, stolen or simply deteriorate through lack of maintenance.

All these risks must be minimised or transferred by various means such as taking out insurance, securing alarms or by regular inspection and maintenance. In addition to identifying risk, it is a good idea to make a judgement about likelihood of the risk occurring and its potential impact. Classification need to be no more complicated than high, medium or low. There are 23 main ways of managing risk:

- Take out insurance
- Work with another party to reduce risk; or
- Manage the risk yourself.

The following Risk Assessment was considered by Sherifffhales Parish Council at its meeting of the May 2018 and will be reviewed annually at the May Annual Parish Meeting.

**Signature of Chairman of Sherifffhales Parish Council:**\_\_\_\_\_

Date: \_\_\_\_\_

**Area = Assets**

Risk	Level	Control (and agreed improvements)
Protection of Physical assets	M	Insured under the Council's insurance policy, and review insured costs and replacement costs  All assets are listed on the Insurance schedule

**Area = Finance - Banking**

Risk	Level	Control (and agreed improvements)
Banking	L	All funds are held in UK Bank accounts
Loss of income on investments	L	All funds are held with UK banks and are within the government protection level per bank
Cash Handling /  Loss of cash through dishonesty	L	Any cheques or donations are banked also as soon as practical and are recorded on the Ratification list for the monthly Parish Council meeting.  At present 2 signatories are required on cheques,
Financial Control and assets	M	Reconciliation of Bank Accounts reported to Council. 2 signatories on cheques. Cheque stubs initialled. Internal and external audits carried out. Internal control all cheques when signed have the appropriate invoice attached and that is countersigned by the 2 signatories.
Comply with HMRC Regulations	L	HMRC basic PAYE tools software is used to calculate all salaries and RTI is included in this package. All submissions are sent in a timely manner.
Precept not submitted	L	Precept is always agenda for the November Council meeting, This allows for any disagreements on the budget to be discussed and retaken at the January meeting so the precept request is submitted in time for the deadline in mid-January.
Precept not received	L	The Parish Council carries 2 months of reserve funds in case of such an emergency
Budget preparation	L	Budgets are prepared between October and November
Reserves – ensuring adequacy of general and	L	Reviewed at Budget Meeting and again at the year-end in April

earmarked reserves		
Complying with borrowing restrictions	L	Yes
VAT reclaimed correctly	L	Vat is reclaimed at least annually, if reclaim requires it is claimed quarterly (30 <sup>th</sup> June, 30 <sup>th</sup> September, 31 <sup>st</sup> December and 31 <sup>st</sup> March) and reported on the monthly ratification list on the month as appropriate.

### **Area = Liability**

Risk	Level	Control (and agreed improvements)
Risk to third party, property or individuals	L	Insurances are in place. Play equipment is inspected weekly by the member of the Council. These dates are recorded and any issues are noted and dealt with immediately.
Legal responsibility as consequence of assets ownership	L	Annual inspection by ROSPA of play equipment.

### **Area = Employment Issues**

Risk	Level	Control (and agreed improvements)
Complying with employment law	L	Yes – all staff have contracts of employment in place and insurers liability is up to date and displayed in the building.
Comply with inland revenue requirements	L	Yes – HMRC PAYE Basic tools payroll software is used to calculate salaries and links to online updates and RTI
Loss of Clerk	L	Most records are kept electronically and all files are kept at 59 Wildwood, Telford, TF7 5PW. All files backed up twice weekly and back up removed from site.

### **Area = Legal Liability**

Risk	Level	Control (and agreed improvements)
Liability of ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposals. Legal advice is sought if necessary.
Proper and timely reporting via the minutes	M	Full council meets on a Thursday according to the agreed meeting schedule. Minutes are circulated to all members as soon as they are completed and are ratified at the next meeting of the Council. Minutes are published on the Parish Council's own website.
Proper Document control and safe guarding	L	The Clerk backs up all data files twice weekly.

**Area = Councillor Propriety**

Risk	Level	Control (and agreed improvements)
Registers of interest and gifts and hospitality in place	M	Register of interests completed. Gifts and hospitality to be advised at each meeting. Declarations of interest to be declared at each meeting. Councillors are obligated to adhere to the Localism act / code of conduct.
Libel and slander.	L	Insurance arrangements in place

## **SHERIFFHALES PARISH COUNCIL**

### **CODE OF CONDUCT FOR COUNCILLORS**

#### **1.0 Introduction**

- 1.1 This Code of Conduct ("the Code") was adopted by Sherrifhales Parish Council ("the Council") as required by Section 27 of the Localism Act, 2011 ("the Act") at a meeting of the Council held on 5<sup>th</sup> September 2012
- 1.2 The Council has a statutory duty under the Act to promote and maintain high standards of conduct by members and co-opted members of the Council ("the members"). This means that the Council expects Members to follow this Code when they are conducting the work of the Council, representing the Council on any external organisation, and otherwise acting in their official capacity. The Code of Conduct does not apply to what Members do in their private and personal lives.<sup>1</sup>

#### **Part One - Standards of Conduct**

As a member of the Council you must have regard to, and act in accordance with, the following standards of conduct:<sup>2</sup>

##### **1. Selflessness**

You should serve only in the public interest, and should never improperly confer an advantage or disadvantage on any person, organisation or group, or any other third party.<sup>3</sup>

##### **2. Honesty and Integrity**

You should not place yourself in situations where your honesty and integrity may be questioned; you should not behave improperly and should avoid the appearance of such behaviour.

##### **3. Objectivity**

You must make decisions based on the information before you, having had regard to any professional advice provided to you and in accordance with your view of the public interest. You should make decisions on merit, this includes when making appointments, awarding contracts, or recommending individuals for awards or other recognition.

<sup>1</sup>When engaging in political activities such as canvassing for re-election Members are not acting in their official capacity, and for the purposes of this Code of Conduct, such political activities are considered part of a Member's private and personal life.

<sup>2</sup>And in accordance with any supplementary guidance or protocols agreed by the authority from time to time.

<sup>3</sup>This does not mean that Members are under any obligation to support or become involved in all requests for assistance from their constituents.

##### **4. Accountability**

You are accountable to the public for your decisions and actions and the manner in which you carry out your duties. You must co-operate fully and honestly with any scrutiny appropriate to your office. You should not undertake any action which would bring the Council, your position, or the position of Members generally, into disrepute.

## **5. Openness**

You must be as open as possible about your actions and those of the authority, and should be prepared to give reasons for those actions.

## **6. Leadership**

You must promote and maintain high standards of conduct by supporting these principles by leadership and by example, and should act in a way that secures or preserves the confidence of others. You must have due regard to the impartiality and integrity of the authority's statutory officers and its other employees.<sup>4</sup>

## **Part Two – Registration and Disclosure of Interest**

### **Registration of Interests**

7. Within 28 days of this Code being adopted by the Council or within 28 days of your election or co-option (whichever is the later), you must notify the Monitoring Officer of any 'disclosable pecuniary interests' which you have at that time.<sup>5</sup>
8. Where you are re-elected or re-appointed, notification is only required of any new disclosable pecuniary interests within 28 days of your election or co-option.
9. You must keep your Register of Interests entry up to date by notifying the Monitoring Officer of any changes to your disclosable pecuniary interests within 28 days of the change occurring, or of you becoming aware of the change.
10. A pecuniary interest is a "disclosable pecuniary interest" defined in The Relevant Authorities (Disclosable Pecuniary Interests) Regulations, 2012 described as:-

<sup>4</sup>Members may express themselves robustly in representing their or their constituents' views, although where a Member engages in a sustained or systematic challenge of an employee which is unfounded or in any other way unreasonable, such conduct would fall within the scope of this code.

<sup>5</sup>The Monitoring Officer must enter these interests into the Register of Interests, which will be made available for public inspection and published on the website of South Staffordshire Council and of the Parish Council (if the latter maintains a website)

<b><u>Subject</u></b>	<b><u>Description</u></b>
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12 month period ending on the latest date referred to in paragraph 7 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the member or between his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or



	a body in which such a person is a partner in a firm, a director of an incorporated body or holds the beneficial interest in securities*) and the Council— (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to the member's knowledge)— (a) the landlord is the Council; and (b) the tenant is a body in which the member, or his/her spouse or civil partner/ the person with whom the member is living as if they were spouses/civil partners has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

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

11. A pecuniary interest is a 'disclosable pecuniary interest' in relation to you if it is of a type described above, and either:
  - (a) it is an interest of yourself, or
  - (b) it is an interest of:-
    - (i) your spouse or civil partner,
    - (ii) a person with whom you are living as husband and wife, or
    - (iii) a person with whom you are living as if they were civil partners, and the you are aware that that other person has the interest.
12. You are also required to notify the Parish Clerk of any gifts or hospitality with an estimated value of at least £50.<sup>6</sup> which you receive in your role as a Parish Councillor.<sup>7</sup> You must inform the Parish Clerk of any such gifts or hospitality within 28 days of receiving them so that the details can be entered into the Register of Members Gifts and Hospitality.<sup>8</sup>

## **Sensitive interests**

13. If the nature of an interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation, the interest must not be included in any published version of the Register of Interests, or be entered into any copy of the register that is made available for public inspection.<sup>9 10</sup>

<sup>6</sup>This financial limit will be maintained in line with the definition of a donation to be declared by election candidates during local authority elections in England and Wales (as set out in Schedule 2A of the Representation of the People Act 1983).

<sup>7</sup>This does not include civic gifts or hospitality received by the Chairman of the Council whilst acting in this capacity. Civic gifts are to be recorded in a separate register maintained by the Parish Clerk.

<sup>8</sup>The Parish Clerk must advise the Monitoring Officer that a member has registered receipt of a gift or hospitality, the Monitoring Officer will then enter the receipt of the gifts and/or hospitality in the Register of Gifts and Hospitality which will be made available for public inspection and published on the website of South Staffordshire Council and of the Parish Council (if the latter maintains a website)

<sup>9</sup>Instead the Register of Interests may state that the Member has an interest the detail of which are withheld under section 32(2) of the Localism Act 2011

<sup>10</sup>If the Member is required to disclose such an interest in a meeting, the Member need not disclose the interest, but merely the fact that the Member has a disclosable pecuniary interest in the matter concerned.

## **Disclosure of disclosable pecuniary interests at meetings**

14. The following provisions apply if you are present at a meeting of the authority or of any committee, sub-committee, joint committee or joint sub-committee of the authority, and you are aware that you have a disclosable pecuniary interest in a matter to be considered, or being considered, at the meeting.
15. If the interest is not entered in the authority's Register of Interests, you must disclose the interest to the meeting (unless the interest is a sensitive interest).
16. If the interest is not entered in the authority's Register of Interests and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest before the end of 28 days beginning with the date of the disclosure.
17. Where the interest does appear in the Register of Interests, you must bring the interest to the attention of the meeting (unless the interest is a sensitive interest).
18. You may not:
- (a) participate, or participate further, in any discussion of the matter at the meeting,
  - (b) participate in any vote, or further vote, taken on the matter at the meeting (unless the Member has requested and been granted a relevant dispensation by the Parish Council), or
  - (c) remain in the room during the discussion or vote on the matter.
19. Where you have a disclosable pecuniary interest in a matter to be considered at a meeting, you may attend the meeting but only for the purposes of making representations, answering questions or giving evidence relating to the matter, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise. Once

you have finished, or the meeting decides you have finished, you must leave the room and may not remain in the room during the discussion or vote on the matter.

### **Disclosure of other interests at meetings**

20. Where you are present at a meeting of the authority, or any committee, sub-committee, joint committee or joint sub-committee of the authority, and identify any other significant interests which you feel should be declared in the public interest, such interests may be declared to the meeting; this includes any interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body-
  - (a) exercising functions of a public nature;
  - (b) directed to charitable purposes; or
  - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management.

21. In such circumstances you must consider whether your continued participation in the matter relating to your interest would be reasonable in the circumstances, particularly if the interest may give rise to a perception of a conflict of interests in the matter under discussion.

### **Allegations of a Failure to Comply with Code of Conduct**

22. All complaints alleging a failure to comply with this Code will be considered in accordance with a procedure agreed by Shropshire Council.

# Appendix 3 to the minutes of Sheriffhales Parish Council meeting held on the 10<sup>th</sup> May

## Contact details

Name of smaller authority: SHERIFFHALES

County Area (local councils and parish meetings only): SHEREPSHIRE

Please complete this form and send it back to us with the AGAR or exemption certificate

	Clerk/RFO (Main contact)	Chair
Name	JENNY CREE	ALAN MacWhannell
Address	59 WILDWOOD TELFORD TF7 5PW	Sheene House Church Lane Sheriffhales TF11 8RD
Daytime telephone number	07714701132	01952 460541
Mobile telephone number	"	07425542809
Email address	clerk@sheriffhales parishcouncil-uk	alanmacwhannell@ sheriffhalesparishcouncil-uk

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: SHERIFFHALES PARISH COUNCIL

County Area (local councils and parish meetings only): SHROPSHIRE

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on 4/6/2018

and ending on 13/7/2018

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days inclusive and must include the first 10 working days of July 2018.

We have suggested the following dates: Monday 4 June – Friday 13 July 2018.

The latest possible dates that comply with the statutory requirements are Monday 2 July – Friday 10 August 2018.)

Signed: J. S. Geo

Role: CLERK

**PLEASE SUBMIT THIS FORM TO PKF LITTLEJOHN LLP WITH  
THE AGAR AND OTHER REQUESTED DOCUMENTATION**

## Bank reconciliation – pro forma

Name of smaller authority: SHERIFFHALES

County area (local councils and parish meetings only): SHERIFFSHIRE

Financial year ending 31 March 2018

Prepared by J. CREE CLERK (Name and role)

Date \_\_\_\_\_

Balance per bank statements as at 31 March 2018:

£  
52446.64  
3541.72

Petty cash float (if applicable)

55988.36  
0.00

Less: any un-presented cheques at 31 March 2018

80.00 10.00  
50.00 341.78  
2160.00 85.60  
1056.37  
11.06  
3794.61

Add: any un-banked cash at 31 March 2018

VAT reclaim

1514.32

Net balances as at 31 March 2018 (Box 8)

53708.07

*The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:*

### CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)

53253.27

Add: Receipts in the year

19560.84

Less: Payments in the year

19106.04

Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)

53708.07

(See [example](#) for guidance if required)

**SHERIFFHALES PARISH COUNCIL**

**BANK RECONCILIATION  
2017/18**

		Date	31/03/2018
<b>Accounts</b>	£	£	
Opening Balance Treasurer as at 01/04/17		50,722.23	
Unpresented cheques		- 1,008.75	
Opening Balance Business as at 01/04/17		<u>3,539.79</u>	
		<b>53,253.27</b>	
Receipts 2017/18	19,560.84		
Payments 2017/18	<u>19,106.04</u>		
		454.80	
		<u>53,708.07</u>	
Treasurers Account		52,446.64	
Business Account		3,541.72	
Unpresented cheques		- 3,794.61	
Unpresented receipts		<u>1,514.32</u>	
		<b>53,708.07</b>	

31/03/2018  
Balance date:

Signed:.....Date:.....  
Chairman

Prepared by Joanne Fellows, Parish Clerk/RFO

<b>Unpresented cheques</b>		
20/03/2018 *1208		£10.00
20/03/2018 *1209		£341.78
20/03/2018 *1210		£85.40
20/03/2018 *1211		£1,056.37
31/03/2018 vat		-£360.00
uncleared *		£11.06
uncleared *1206		£80.00
uncleared *1205		£50.00
uncleared *1207		£2,160.00
	<b>0.00</b>	<b>£3,434.61</b>

**SHERIFFHALES PARISH COUNCIL  
RECEIPTS AND PAYMENTS 2017/18  
FINANCIAL YEAR 2017/18  
Covering period : 01/04/17 - 31/03/18**

Prepared by Joanne Fellows, dated: 31/03/2018

Balance carried forward	Treasurers A/C	£
	unpresented cheques from 2016/17	50,722.23
01/04/2017	Business A/C	1,008.75
		<u>3,539.79</u>
		<u>53,253.27</u>

	Budget 2017/18	Anticipated	Actual to date	variation actual to projection
<b>Receipts</b>				
Precept	15,000	15,000	15,000.00	-
Highways Grant		2,263	2,262.96	-
Transparency Grant		308	308.14	-
SaCREC (clerk time / admin)			-	- sent application in
Parish Plan SCC			-	-
Interest		1.93	1.93	-
VAT Refund		473	1,987.81	- 1,514.32
<b>Total</b>	<b>15,000</b>	<b>18,047</b>	<b>19,560.84</b>	-

CHECK

	Precept	Anticipated	Actual	variation actual to projection
<b>Payments</b>				
Salaries	3,700	5,000	4,773.29	226.71 added on some for locum
Stationery/postage/printing/expenses	800	300	428.32	- 128.32
SACREC expenses		44	44.21	-
Telephone	130	130	61.34	68.66
Transport Expenses	100	100	51.12	48.88
Parish Magazine	220	220	-	220.00
Adverts	200	200	-	200.00
Audit	320	320	320.00	-
Clrk Clerks Training	500	500	57.00	443.00
Conference Fees		-	-	-
Elections	200	-	-	-
Subscriptions/fees	350	350	326.57	23.43
Insurance	800	800	384.59	415.41
Hire of Hall	250	250	130.00	120.00
Parish Plan		-	-	-
Civic Service	250	-	-	- actual in S137
Playing field rent maintenance	1,000	5,106	4,605.95	500.00
Playing Field Loan	3,240	3,240	4,856.73	- 1,616.73
Tree Work	1,200	1,200	-	1,200.00 ?
Bus shelter		500	-	500.00
Parish Council Fundraising		-	-	-
Notice Boards	50	207	207.00	-
Footpath Maintenance	500	500	1,800.00	- 1,300.00 ?
Highway Maintenance	500	500	-	500.00 ?
Christmas Tree	200	-	-	-
Lights Maintenance		-	-	-
War Memorial	300	-	-	-
New Website / Transparency	100	43	42.87	-
S137	90	1,622	1,121.64	500.00 AED, civic service
VAT		1,200	1,514.32	- 314.32
<b>TOTAL EXPENDITURE</b>	<b>15,000</b>	<b>22,332</b>	<b>20,725</b>	<b>1,607</b>

<b>Earmarked Funds as at Nov17</b>		
Donation to village hall		5,000
AED		3,000
Playing equipment refresh		4,000
Improvement to church access		2,500
Improvement to playing field facilities		16,000
Sustainable community projects		16,521
Professional fees contingency		2,000
General Contingency		53
		<b>48,968.12</b>

agreed funding from Lightsource funds  
agreed funding from Lightsource funds  
SPENT SOME

Community Projects including allotments, environmental projects, events

Income over expenditure

Actual to date
<b>52,089.16</b>

Closing balance as at: 31/03/2018

Treasurers A/C  
Business A/C

48,547.44  
3,541.72

**Unpresented cheques**

Payable to	£
43179	
43179 *1208	
43179 *1209	
43179 *1210	
43190 *1211	
uncleared	128
uncleared	*

<b>PROJECTION FOR YEAR END</b>	
Opening	53,253.27
Income	18,047
Expenditure	22,332
<b>Closing Balance</b>	<b>48,968.12</b>



**SHERIFFHALES PARISH COUNCIL**  
**PLAYING FIELDS LOAN STATEMENT**  
**2016/17**

Interest Rate %
Period loan
Start of loan

**OPENING BALANCE**

01/04/2016    62,892.27

Payments Made	Principal	Interest	Total Payment
03/08/2016	£ 722.70	£ 896.21	£ 1,618.91
03/02/2017	£ 732.99	£ 885.92	£ 1,618.91
03/02/2018	1,004.25	614.66	1,618.91
	<u>£ 2,459.94</u>	<u>£ 2,396.79</u>	<u>£ 4,856.73</u>

**CLOSING BALANCE**

31/03/2017    60,432.33  
31/03/2018    60693.14

2.85  
30 years  
03/02/2015

<b>SCHEDULE</b>				
DATE	Balance £	Principal £	Interest £	Payment £
03/02/2015				1,618.91
03/08/2015	65,000.00	692.66	926.25	1,618.91
02/02/2016	64,307.34	702.53	916.38	1,618.91
03/08/2016	63,604.81	712.54	906.37	1,618.91
03/02/2017	62,892.27	722.70	896.21	1,618.91
03/08/2017	62,169.57	732.99	885.92	1,618.91
03/02/2018	61,436.58	743.44	875.47	1,618.91
03/08/2018	60,693.14	754.03	864.88	1,618.91
03/02/2019	59,939.11	764.78	854.13	1,618.91
03/08/2019	59,174.33	775.68	843.23	1,618.91
03/02/2020	58,398.65	786.73	832.18	1,618.91
03/08/2020	57,611.93	797.94	820.97	1,618.91
03/02/2021	56,813.99	809.31	809.60	1,618.91
03/08/2021	56,004.67	820.84	798.07	1,618.91
03/02/2022	55,183.83	832.54	786.37	1,618.91
03/08/2022	54,351.29	844.40	774.51	1,618.91
03/02/2023	53,506.89	856.44	762.47	1,618.91
03/08/2023	52,650.45	868.64	750.27	1,618.91
03/02/2024	51,781.81	881.02	737.89	1,618.91
03/08/2024	50,900.79	893.57	725.34	1,618.91
03/02/2025	50,007.22	906.31	712.60	1,618.91
03/08/2025	49,100.91	919.22	699.69	1,618.91
03/02/2026	48,181.69	932.32	686.59	1,618.91
03/08/2026	47,249.37	945.61	673.30	1,618.91
03/02/2027	46,303.76	959.08	659.83	1,618.91
03/08/2027	45,344.68	972.75	646.16	1,618.91
03/02/2028	44,371.93	986.61	632.30	1,618.91
03/08/2028	43,385.32	1,000.67	618.24	1,618.91
03/02/2029	42,384.65	1,014.93	603.98	1,618.91
03/08/2029	41,369.72	1,029.39	589.52	1,618.91
03/02/2030	40,340.33	1,044.06	574.85	1,618.91
03/08/1930	39,296.27	1,058.94	559.97	1,618.91
03/02/2031	38,237.33	1,074.03	544.88	1,618.91
03/08/1931	37,163.30	1,089.33	529.58	1,618.91
03/02/2032	36,073.97	1,104.86	514.05	1,618.91
03/08/1932	34,969.11	1,120.60	498.31	1,618.91
03/02/2033	33,848.51	1,136.57	482.34	1,618.91
03/08/1933	32,711.95	1,152.76	466.15	1,618.91
03/02/2034	31,559.18	1,169.19	449.72	1,618.91
03/08/1934	30,389.99	1,185.85	433.06	1,618.91
03/02/2035	29,204.14	1,202.75	416.16	1,618.91
03/08/1935	28,001.39	1,219.89	399.02	1,618.91
03/02/2036	26,781.50	1,237.27	381.64	1,618.91
03/08/1936	25,544.22	1,254.90	364.01	1,618.91
03/02/2037	24,289.32	1,272.79	346.12	1,618.91
03/02/1937	23,016.53	1,290.92	327.99	1,618.91
03/02/2038	21,725.60	1,309.32	309.59	1,618.91
03/08/1938	20,416.28	1,327.98	290.93	1,618.91

<p align="center"><b>SHERIFFHALES PARISH COUNCIL</b>  <b>BUDGET 2017-2018</b>  Covering period : 01/04/17 - 31/03/18</p>
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Prepared by Joanne Fellows, dated: 01/04/2017

<u>Receipts</u>	<u>Budget</u> <u>2016/17</u>	<u>Budget</u> <u>2017/18</u>	
Precept	16,500	15,000	agreed at pc meeting Jan17
Highways Grant			
Transparency Grant			
Interest			
VAT Refund			
<b>Total</b>	<b>16,500</b>	<b>15,000</b>	

<u>Payments</u>	<u>Budget</u> <u>2016/17</u>	<u>Budget</u> <u>2017/18</u>
Salaries	3,500	3,700
Stationery/postage/printing/expenses	500	800
Telephone	-	130
Transport Expenses		100
Parish Magazine	220	220
Adverts	200	200
Events		
Audit	300	320
Cllr/Clerks Training	300	500
Conference Fees	30	-
Elections	1,000	200
Subscriptions/fees	350	350
General Power of Competence	90	90
Insurance	800	800
Hire of Hall	250	250
Parish Plan		
Civic Service	250	250
Community donation		
Playing field rent/maintenance	1,000	1,000
Playing Field Loan	3,500	3,240
Tree Work	1,500	1,200
Bus shelter	10	
Parish Council Fundraising	150	
Notice Boards	50	50
Footpath Maintenance	300	500
Highway Maintenance	1,000	500
Christmas Tree	200	200
Lights Maintenance		
War Memorial	500	300
Website	500	100
Vat		
	<b>16,500.00</b>	<b>15,000</b>

VAT SUMMARY 2016-17  
UB005303

form sent 11/12/17

Chq No	Description	VAT Paid £	Date of invoice	VAT reg	Addressed for
1115	Virgin mobile SIM monthly contract	1.66	16/03/2016	591819014	Sheriffhales Parish Council
1115	Virgin mobile SIM monthly contract	1.66	16/04/2016	591819014	Sheriffhales Parish Council
1115	Asda Mouse	1.17	20/03/2016	362012792	Sheriffhales Parish Council
1115	Sainsburys - USB	1.67	31/03/2016	660454836	Sheriffhales Parish Council
1115	Ryman - USB backups	2.66	01/05/2016	672523729	Sheriffhales Parish Council
1115	Tesco - paper	1.17	02/05/2016	220430231	Sheriffhales Parish Council
1115	Staples - Printer	9.16	27/02/2016	697870756	Sheriffhales Parish Council
1116	Shifnal Home & Garden. Lock & Key	4.06	15/04/2016	655483902	Sheriffhales Parish Council
1121	1&1 website	7.18	16/05/2016	752539027	Sheriffhales Parish Council
1129	Virgin mobile SIM monthly contract	1.66	16/05/2016	591819014	Sheriffhales Parish Council
1129	Virgin mobile SIM monthly contract	1.66	16/06/2016	591819014	Sheriffhales Parish Council
1129	Range stationery	0.83	14/06/2016	591272335	Sheriffhales Parish Council
1129	Staples - stationery	6.66	03/07/2016	697870756	Sheriffhales Parish Council
1131	Mazars LLP audit	40.00	04/08/2016	839835673	Sheriffhales Parish Council
1133	Printerland	39.83	30/08/2016	603353084	Sheriffhales Parish Council
1133	Staples	10.33	31/08/2016	697870756	Sheriffhales Parish Council
1134	Asda	1.85	02/09/2016	362012792	Sheriffhales Parish Council
1134	Staples	1.99	24/08/2016	697870756	Sheriffhales Parish Council
1134	Virgin mobile SIM monthly contract	1.69	16/08/2016	591819014	Sheriffhales Parish Council
1134	Virgin mobile SIM monthly contract	1.69	16/07/2016	591819014	Sheriffhales Parish Council
1137	Alan Harding (Jul/Aug)	48.00	01/09/2016	824794401	Sheriffhales Parish Council
1140	Alan Harding (Sep/Oct)	48.00	01/09/2016	824794401	Sheriffhales Parish Council
1141	Virgin mobile SIM monthly contract	1.69	16/09/2016	591819014	Sheriffhales Parish Council
1141	Virgin mobile SIM monthly contract	1.69	16/10/2016	591819014	Sheriffhales Parish Council
1141	Staples	5.33	15/10/2016	697870756	Sheriffhales Parish Council
1144	Royal Mail	52.00	15/11/2016	243170002	Sheriffhales Parish Council
1151	Lakeside Garden Centre	14.66	21/12/2016	861237823	Sheriffhales Parish Council
1154	Virgin mobile SIM monthly contract	1.69	16/11/2016	591819014	Sheriffhales Parish Council
1154	Virgin mobile SIM monthly contract	1.71	16/12/2016	591819014	Sheriffhales Parish Council
1154	Staples	10.83	29/12/2016	697870756	Sheriffhales Parish Council
1154	Waitrose	1.17	24/11/2016	232457280	Sheriffhales Parish Council
1157	Shropshire Council	14.00	03/02/2017	162347472	Sheriffhales Parish Council
1160	Virgin mobile SIM monthly contract	1.50	16/02/2017	591819014	Sheriffhales Parish Council
1160	Virgin mobile SIM monthly contract	1.51	16/01/2017	591819014	Sheriffhales Parish Council
1160	Staples	1.13	27/01/2017	697870756	Sheriffhales Parish Council
1164	Physio Control	130.00	01/03/2017	128475202	Sheriffhales Parish Council
		<b>473.49</b>			

VAT 2017-2018

Date	Chq No	Description	NET	VAT	Amount
03/08/2017	RTN	Cheque returned (SCC se	3,630.95	726.19	-4357.14
15/06/2017	1175	EON - electricity	59.15	2.96	62.11
13/07/2017	1178	Clerk salary Jun/Jul +exp	659.41	3.00	662.41
11/05/2017	1169	Clerk salary Apr/May +ex	751.45	3.06	754.51
09/11/2017	1197	Clerk salary Oct/Nov +ext	715.69	3.08	718.77
15/06/2017	1171	Admin expenses - 1&1 w	72.17	8.57	80.74
09/11/2017	1194	ROSPA inspection - SCC	80.00	16.00	96.00
14/09/2017	1190	Clerk salary Aug/Sept +ex	702.74	19.76	722.50
13/01/2018	1203	Owen Harding grass cutti	180.00	36.00	216.00
14/09/2017	1185	Mazars	200.00	40.00	240.00
14/09/2017	1188	AED decal work	229.99	46.00	275.99
04/12/2017	1200	PO Box	265.00	53.00	318.00
15/06/2017	1173	Alan Harding grass cutting	300.00	60.00	360.00
14/09/2017	1183	AED electrical work	323.50	64.70	388.20
14/09/2017	1189	Alan Harding grass cutting	360.00	72.00	432.00
28/02/2018	1205	Perennial Landscapes	1,800.00	360.00	2160.00
13/07/2017	1177	SCC playground maintena	3,630.95	726.19	4357.14
14/09/2017	1181	SCC playground maintena	3,630.95	726.19	4357.14
			<b>10,330.05</b>	<b>1514.32</b>	<b>11844.37</b>

Lightsource Funding  
Date prepared: 22/11/16

Income		Expenditure	
02/02/2016	£ 15,000.00 actual	projection	£ 5,000.00 Village Hall extension
27/06/2016	£ 9,520.92 actual	projection	£ 3,000.00 AED
TOTAL INCOME		TOTAL EXPENDITURE	
		£ 8,000.00	
		BALANCE TO ALLOCATE	
		£ 16,520.92	

### S137 Expenditure: Limit for 2017/18

Published 27th February 2017

appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2017/18 is **£7.57**.

SECTION 2		31st March 16	31st March 2017	Variance	Variance %
		£	£	£	
1	Balance brought forward	16,262	40,004	23,742	146%
2	Precept	16,500			0%
3	Total other receipts	19,257			-76%
4	Staff costs	3,020			-98%
5	Loan interest/capital	3,238			50%
6	All other payments	5,757			147%
7	Balances carried forward	40,004			34%
8	Total cash and short term investments	40,004			34%
9	Fixed assets and long term	100,042			0.2%
10	Borrowings	63,605			

attachment 1.2

	31st March 16	31st M	
	£	£	£
Box 2	Precept	16,500	16,500
Box 3	Other Income	19,257	13,110
Box 4	Staff Costs	3,020	5,614
Box 5	Loan interest capital	3,238	4,857
Box 6	Other Payments	5,757	14,198
Box 7	Balances c/f	40,004	53,708
Box 8	NO BOX 8		
Box 9	Fixed assets and long term assets	100,042	100,241
Box 10	Total borrowing	63,605	62,170

<b>Earmarked Funds</b>	
Donation to village hall	
AED	5,000.00 agreed funding from Lightsource funds
Playing equipment refresh	3,000.00 agreed funding from Lightsource funds
Improvement to church access	4,000.00
Improvement to playing field facilities	2,500.00
Lightsource funding community projects	16,000.00
Professional fees contingency	16,520.92 Community Projects funding from Lightsource funds
General Contingency	2,000.00
	4,232.35

S137 list

Date	Chq No	Amount	Description	Payment Authority	S137	VAT	Total
15/06/2017	1171	80.74	Admin expenses - I&I website - gift cards	LGA 1972 s.142 LGA 1972 s.137 LG(FP)A 1963 s.5	28.00	8.57	36.57
09/11/2017	1193	36.00	CPRE subscription	LGA 1972 s.137	36.00		36.00
11/05/2017	1169	754.51	Clerk salary Apr/May + expenses	LGA 1972 s.112(2) LGA 1972 s.137 LG(FP)A 1963 s.5	50.00	3.06	53.06
15/06/2017	1175	62.11	EON - electricity	LGA 1972 s.137	59.15	2.96	62.11
28/09/2017	1192	100.00	Christmas Lights - P Young	LGA 1972 s.137	100.00		100.00
09/11/2017	1199	100.00	RBL - poppy displays	LGA 1972 s.137	100.00		100.00
14/09/2017	1184	195.00	WI - Civic Service catering	LGA 1972 s.137	195.00		195.00
14/09/2017	1188	275.99	AIED decal work	LGA 1972 s.137	229.99	46.00	275.99
14/09/2017	1183	388.20	AIED electrical work	LGA 1972 s.137	323.50	64.70	388.20



## Explanation of variances – pro forma

Name of smaller authority: SHERIFF HALES

County area (local councils and parish meetings only): SHERIFF HIRE

Please provide **full explanations, including numerical values**, for the following:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- a breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

Section 2	2016/17 £	2017/18 £	Variance £	Variance %	Detailed explanation of variance (with amounts £)
<b>Box 2</b> Precept or Rates and Levies	16500	15000	-1500	-10%	✓
<b>Box 3</b> Total other receipts	13110	4561	-8549	-197%	light Source Grant Received in 21/7/2016 not received in 2017/18 of £9520.92
<b>Box 4</b> Staff costs	5614	4773	-841.00	-17.62%	CLERK LEFT IN NOV - LCCUM COVERED BEFORE NEW CLERK IN POST ON 1/3/18 SO REDUCED COST.
<b>Box 5</b> Loan interest/capital repayments	3238	1619	-1619	-100%	only 1 payment made on works loan as opposed to 2 last year.
<b>Box 6</b> All other payments	7509	12714	+5205	+41%	FOOTPATH WORKS INCREASED BY £1625.00 PATHWAY CLEARING PLAYING FIELDS INCREASE BY £367.67.
<b>Box 9</b> Total fixed assets & long term investments & assets	100241	100320	+79	+0.07%	✓
<b>Box 10</b> Total borrowings	62170	60693	-1477	-2.43%	✓
<b>Explanation for 'high' reserves</b>	Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:				





<b>BUDGET 2017-2018</b>
<b>Covering period : 01/04/17 - 31/03/18</b>

**Prepared by J Cree: 01/04/2017**

<b><u>Receipts</u></b>	<b><u>Budget 2016/17</u></b>	<b><u>Budget 2017/18</u></b>	<b><u>Actual Income 2017/18</u></b>
Precept	16,500	15,000	<b>15000</b>
Highways Grant			<b>2262.96</b>
Transparency Grant			<b>308.14</b>
Interest			<b>1.93</b>
VAT Refund			<b>1987.81</b>
<b>Total</b>	<b>16,500</b>	<b>15,000</b>	<b>19560.84</b>

<b><u>Payments</u></b>	<b><u>Budget 2016/17</u></b>	<b><u>Budget 2017/18</u></b>	<b><u>Actual Expenditure 2017-18</u></b>
Salaries	3,500	3,700	4773.29
Stationery/postage/printing/expenses	500	800	428.32
Telephone	-	130	61.34
Transport Expenses		100	51.12
Parish Magazine	220	220	0
Adverts	200	200	0
Events	-	-	0
Audit	300	320	320
Cllr/Clerks Training	300	500	57
Conference Fees	30	-	0
Elections	1,000	200	0
Subscriptions/fees	350	350	326.57
General Power of Competence	90	90	0
Insurance	800	800	384.59
Hire of Hall	250	250	130
Parish Plan	-	-	0
Civic Service	250	250	0
Community donation	-	-	0
Playing field rent/maintenance	1,000	1,000	4605.95
Playing Field Loan	3,500	3,240	3237.82

Tree Work	1,500	1,200	0
Bus shelter	10	-	0
Parish Council Fundraising	150	-	0
Notice Boards	50	50	207
Footpath Maintenance	300	500	1800
Highway Maintenance	1,000	500	0
Christmas Tree	200	200	0
Lights Maintenance	-	-	0
War Memorial	500	300	0
Website	500	100	42.87
Vat	-	-	1514.32
S137	-	-	1121.64
Lightsource			44.21

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<b>16,500.00</b>	<b>15,000</b>	<b>19,106.04</b>
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## Model Publication Scheme

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This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
  - To specify the information which is held by the authority and falls within the classifications below.
  - To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
  - To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
  - To review and update on a regular basis the information the authority makes available under this scheme.
  - To produce a schedule of any fees charged for access to information which is made proactively available.
  - To make this publication scheme available to the public.
  - To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.
- The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.  
The term 'relevant copyright work' is defined in section 19(8) of that Act.

## **Classes of Information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

## **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.