

Chawleigh Parish Council

Wednesday 13th April 2022

There was a meeting of Chawleigh Parish Council on Wednesday 13th April 2022 at 7.30pm held in the Chawleigh Village Hall.

Members Present: Parish Councillors Daphne Cockram; Henry Martin; Jan Flavin; Andrea Huxley.

Also Present: District Cllr. Clive Eginton

In attendance: Rob Martin, Locum Clerk

Also: Two prospective councillors as members of the general public.

MINUTES:

In the absence of Cllr. Godly, the Chairman, Cllr. Cockram took the chair for this meeting.

2122-190 APOLOGIES

Apologies had been received from Cllrs. Steve Godly and Bert Batty.

Apologies had also been received from County Cllr. Margaret Squires.

2122-191 DECLARATIONS OF INTEREST (PECUNIARY AND NON-PECUNIARY)

Non-pecuniary interests were declared by:

- The Chairman in relation to anything on the playing field & CCT
- Cllr. Cockram in relation to anything on the playing field
- Cllr. Flavin whose husband was involved with the CCT

2122-192 PARISH COUNCILLOR VACANCY

Two electors were in attendance bidding to become councillors to fill two of the vacancies currently on the council.

David Stewart introduced himself and outlined the skills he could offer the parish council which included youth work and neighbourhood watch involvement, as well as being a teacher in a local school.

Kriss Cottrell introduced himself and highlighted that he had been working in the village shop and the defibrillator group with previous experience as a chef.

The parish councillors present thanked the two candidates for attending and indicated that a decision on whether to co-opt one or both of them to the council would be made at the next meeting following further considerations by all of the current councillors, not those present at this meeting.

2122-193 MINUTES OF LAST MEETINGS

On a proposal by the Chairman, the minutes of the Parish Council meeting held on 9th March 2022 were approved as a correct record and signed.

2122-194 COUNCIL REPORTS

a) **Clerk's Report** – the clerk reported that he had:

- Been in correspondence with the two potential councillor candidates and given them both an introductory pack.

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- Prepared the 2021/2022 final accounts and the Annual return. The paperwork would be submitted to the Internal Auditor so that they could hopefully be finalised at the May meeting and submitted for approval by the end of May 2022.
- Been notified that the Annual Return final date would be 30th June 2022.
- Arranged for the Society of local Council Clerks fee to be shared with his other parishes in proportion to the salaries paid by each. Clyst Honiton Parish Council would pay the combined fee of £234 for the year and the Chawleigh share would be £51 compared with an individual potential fee of £112.
- Completed the payroll year-end and submitted the returns to HMRC.
- The grass cutting orders had been prepared for both MDDC and Plandscape and sent to both organisations.
- Prepared and submitted the year-end VAT return with the PC being owed £1,218.27 by HMRC.

Cllr. Cockram asked the clerk whether the section 106 grant had been claimed to cover the fencing replacement work and he said that he had received a quotation on a two-line email which needed to be more formal. He would contact the contractor and ensure the claim is made as soon as possible.

b) **Chairman's Report**

The Chairman was not present.

c) **Other Councillor Reports**

Cllr. Martin questioned the new list of meetings dates the clerk had circulated. He had included the changes requested for both July and December 2022 and he would send the list around once more and include them in the appropriate part of these minutes. He also questioned why the CCT project was being delayed and District Cllr. Eginton explained that his understanding was that it was all due to the Section 106 funds that were being requested by MDDC for local infrastructure.

2122-195 CHAWLEIGH COMMUNITY TRUST (CCT)

Dealt with in minute 2122-194 c) above.

The Chairman declared the meeting out of session to allow updates from District and County Councillors and questions from any members of the public

2122-196 PUBLIC AND OTHER BODIES' SESSION

County Council

County Cllr. Squires was not present.

District Council

District Cllr. Eginton highlighted the fact that small electrical equipment can be left for the normal bin collectors to take. The District Council had since its inception taken 38.3 tonnes of such equipment towards a target of 59 tonnes by September 2022, so all such equipment should be left from now on in an attempt to reach the recycling target.

On a personal note, he had now been appointed to the MDDC Cabinet for the Working Environment and Support Services. He has also been appointed as Deputy Leader of the

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council.

Members of the Public

There were no further questions from the members of the public present.

The Chairman declared the meeting open

2122-197 FOOTPATH WORKS

Cllr. Batty had been unable to attend the meeting but he had left an envelope for each councillor containing a report and plasticised maps showing four walks within the parish which he intended to leave available for people in the shop.

As far as the future P3 claims were concerned, the clerk would write to PROW to ask whether they were expecting any paperwork for the claims made by Cllr. Batty for the coming year.

Concerns were expressed about what the purpose of the maps was and whether this was the best way of producing them. The fact that these were to be covered in plastic was not acceptable nowadays. It was decided that this should be discussed further at the next meeting when an appropriate article for the parish magazine could be devised as well.

2122-198 DEFIBRILLATOR WORKING GROUP

There had been no meeting since the last parish council. The cost of a second defibrillator would be partly covered by a DCC grant.

2122-199 ASSET REGISTER

On a proposal by Cllr. Flavin, seconded by Cllr. Martin it was **Resolved** to adopt the presented Asset Register. There would be a need to further refine this to ensure that the insurance cover reflected that in the Asset Register.

2122-200 BUSINESS RISK ASSESSMENT

On a proposal by Cllr. Martin, seconded by Cllr. Flavin it was **Resolved** to adopt the presented Business Risk Assessment.

2122-201 STATEMENT OF INTERNAL CONTROL

On a proposal by Cllr. Huxley, seconded by Cllr. Martin it was **Resolved** to adopt the presented Statement of Internal Control to be included with the Internal Audit submission.

2122-202 SMALL SHED LEASE

Cllrs. Cockram and Martin declared Personal Interest in this item as Parish Lands trustees.

There had been previous agreement between the two bodies regarding the payment of a rent of £52 per year on a lease between the Parish Lands Trust and the Parish Council and that the latter would pick up the cost of the lease preparation. There was concern that the indication was that the cost of the lease preparation was estimated to be around £900 plus VAT.

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The clerk suggested that the legal department of MDDC might be able to help to get the lease in place and District Councillor would let him know whether this would be possible and would forward the necessary contact details.

2122-203 FENCE BETWEEN WALL AND GATE TO FIELD

Cllr. Flavin had been asked to find out whether this fence belonged to the parish council or the village hall. The strong consensus was that this fence belonged to and was the responsibility of the village hall committee.

2122-204 NEW BENCH OPPOSITE HOLLOWTREE FARM

The bench in question had been removed as part of the spring clean event and the question was whether it was time to replace it. On a proposal by the Chairman, it was unanimously **Resolved** to replace the bench possibly with one that had some form of Platinum Jubilee inscription. The clerk had just ordered a wooden bench complete with this sort of symbolism and would send details to all about what this looked like. The overall cost would be below a total of £600 to be installed after getting email agreement of councillors and the clerk was delegated with the task of making it happen.

2122-205 DRAINAGE AT BUTTS COTTAGE

This problem still existed and the clerk was instructed to write to County Cllr. Squires to emphasise, once again, that this needs to be rectified.

2122-206 BARRIER OUTSIDE OF NURSERY

Cllr. Cockram had asked for a quotation to repair and repaint the fencing and she would chase the contractor to get this to the clerk. The clerk was delegated to get this task completed quickly, subject to the cost being reasonable.

2122-207 WEBSITE AND SOCIAL MEDIA

This had already been covered under the PROW item.

2122-208 JUBILEE CELEBRATIONS

Cllr. Cockram had produced a draft programme for the Jubilee weekend which it was agreed was a good start. Once it had been developed further the clerk would ensure it went on the website.

2122-209 BANK RECONCILIATION

The attached Bank Reconciliation for the period ended 31st March 2022, was **Noted**.

2122-210 RECEIPTS & PAYMENTS TO DATE COMPARED TO BUDGET

The attached statement of Receipts and Payments compared to Budgets was **Noted**.

2122-211 RECEIPTS & PAYMENTS SCHEDULE

On a proposal by the Cllr. Martin, seconded by Cllr. Flavin, the payments in the table below were unanimously **Approved**

PAYMENTS

Payment to	Services	Amount £	Payment No.
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2022/2023			
IONOS	Website Domain	2.40	CARD
IONOS	Email Access	2.40	CARD
Zoom	Access	14.39	CARD
Lilian Jones	Caretaker – April 2022	152.08	SO
McAfee	2-year Computer Safety	59.99	DC2223-01
Jan Flavin	Purchase of Jubilee Tree	42.99	2223-01
Clyst Honiton Parish Council	SLCC Share of Subscription	51.00	2223-01
Hine Marquees	Marquee Deposit	404.46	2223-01
Denby Smith Electrical	Moving Defibrillator	105.00	2223-01
RJ Martin	Clerk's Salary April 2022	312.80	2223-02
HMRC	Tax Deduction	78.20	2223-02
DALC	Subscription 2022/23	150.35	2223-03
Chawleigh Jubilee Hall	Room Hire	140.00	2223-04
Mrs. D. Cockram	Spring Clean Refreshments	33.20	2223-04

RECEIPTS

Receipt from	Services	Amount £	Method
2021/2022			
Devon County Council	P3 Grant	300.00	BGC
Chawleigh Shop	Rent	170.76	SO
Natwest Bank	Interest	0.03	BGC
2022/2023			
Mid Devon District Council	Precept	6,783.50	BAC

Payment items in **bold** will be made following the meeting.

2122-212 PLANNING APPLICATIONS

To consider the following Planning Applications and to agree comments:

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Reference	Location	Proposal
22/00486/HOUSE	Ford Moor Cottage Eggesford, Chulmleigh	Erection of single storey extension Decision: No Objection
22/00726/HOUSE	Toatley Farm Chawleigh	Single Storey extension Decision: No Objection

Decisions made by Mid Devon District Council since the last meeting

Reference	Location	Proposal	Decision
22/00243/OUT	Holly House, Chawleigh, Chulmleigh Devon	Outline for the erection of 2 dwellings	Approval

2122-213 DATE OF NEXT MEETING

The next meeting of Chawleigh Parish Council would be the Annual Council Meeting on Wednesday 25th May 2022, in Chawleigh Village Hall at 7.30pm.

It was also agreed that the Annual Parish Meeting would be on the same evening starting at 6.30pm.

The revised Meeting Date list for 2022 would be as follows:

25th May 2022 – Annual Parish Meeting and Annual Council Meeting

29th June 2022 – Ordinary Meeting

17th August 2022 – Ordinary Meeting

28th September 2022 – Ordinary Meeting

9th November 2022 – Ordinary Meeting

14th December 2022 – Ordinary Meeting

In addition, the possible dates in the remainder of the 2022/2023 year can be:

25th January 2023 – Ordinary Meeting

8th March 2023 – Ordinary Meeting

19th April 2023 – Ordinary Meeting

24th May 2023 – Annual Parish Meeting and Annual Council Meeting

2122-214 CONFIDENTIAL MATTERS

Section 1 paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 stipulates that a council may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings.

There were no confidential matters to consider.

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2122-215 MEETING CLOSURE

The meeting closed at 9.00pm.

Signed:.....

Print:.....

Date:.....

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

May 2022

Mr S Godly

Chawleigh Parish Council

Zurich Insurance plc: Policy No. YLL 2720278713

Renewal date: 01/06/2022

As I'm sure you're aware the above insurance policy is due for renewal shortly.

Please find attached a copy of the renewal schedule for the forthcoming year, along with a copy of the policy wording.

Index Linking

Every year policies premiums are index linked. Index linking of property sums insured has been applied to your policy at **9.1%** for Buildings insurance and **6.0%** for Contents insurance. Please ensure you check the adequacy of your sums insured shown on your enclosed schedule. **If you have items covered on an all risks basis or outside equipment covered, the values have not automatically been increased.**

Please check that you are happy that all sums insured adequately reflect the values that you require. If you feel that the sums insured are not appropriate please let this office know and we will make the appropriate amendments.

The policy is offered on a 3 year long term agreement option.

The LTA provides a benefit to the Parish Council by providing stability. If you commit to insure with Zurich Insurance plc for three years; the rates will not be changed for three, subject to the exclusions below.

In return for your commitment Zurich Insurance plc will offer a discounted annual premium, there are some conditions around the agreement

- The premium will still rise if the government increases the level of Insurance Premium Tax (IPT), or imposes any other charges or taxes.
- The premium will still change as a result of amendments in the sums insured. The LTA agreement is a commitment from the insurer to maintain the rate applied to your cover.

- The premium will still rise as a result of any index linking on the sums insured.
- The existence of and reference to a 3 Year LTA within the schedule of cover is evidence of contract. There is no separate signed agreement.
- Premiums continue to be payable annually at the appropriate time.
- If Zurich increases its rates contrary to the LTA, any commitment on the Council's part ceases.

Should you elect to take up the offer of a new Long Term Agreement, then the premium reductions would apply as follows:-

	Premium	IPT	Total
No LTA	£648.33	£77.80	£726.13
3 year LTA	£615.89	£73.91	£689.80

The premium includes a Commission fee retained by Community First

If you would like to accept either of the above quotations, please send a cheque for the **total amount due** to the address overleaf. All cheques should be made payable to **Community First Trading**. Please mark for my attention. Alternatively, payments can be made via bacs. Our bank details are as follows:

Account name: Community First Trading
Sort code: 40-52-40
Account No: 00097243 ref: (name of parish council)


An updated policy schedule will be sent to reflect the reduced premium on the acceptance of the long term agreement.

If there are any amendments that need to be made to the policy please email communityinsurance@communityfirst.org.uk as soon as possible for the policy to be amended and reissued.

May I take this opportunity to thank you for your support; our work continues to help fund the other charitable activities as described on our website at www.communityfirst.org.uk

Any queries, please do not hesitate to contact me

Yours sincerely,



Jessica Emery
Insurance Officer
Direct Line: 01380 732809
Email: jemery@communityfirst.org.uk
Please see below for ELTO and Remittance

ELTO

Information Required - From 1st April 2011, ELTO (Employers Liability Tracing Office) replaces the current voluntary Employers' Liability Code of Practice (ELCOP) tracing service which has been in place since 1999. The ELTO service is being introduced by the Government to make it easier to search for Employers Liability (EL) insurance policies using a central database, which will contain all insurance policies from April 2011, policies from before April 2011 that have new claims made against them and policies that have been identified through the tracing service.

Zurich is now under obligation to submit data relating to Employers Liability held with us therefore we now must obtain an ERN (Employer Reference Number) or 'Employer PAYE Reference' from you. ERN numbers are printed on mandatory documents including P45, P60, P11/D and payslips. You may be exempt from this process if your PAYE threshold is below £503.00 per month. Please indicate if you are exempt.

Please return with remittance

Insurance renewal: Policy Number YLL2720278713

01/06/2022

Name of Parish Council: Chawleigh Parish Council

Clerks Name and Address:

.....

Your current email address:

Amount Enclosed:

Date:.....

Long term Agreement Option YES/NO (please circle)

INFORMATION REQUIRED: PLEASE ENSURE THAT YOU COMPLETE THIS BOX OR INDICATE IF YOU ARE EXEMPT – paragraph on previous page explains.

Your ERN/PAYE Number:	
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Invoice for Payment
 Policy Number : YLL2720278713
 Insurance Policy Renewal Premiums
 Effective date: 1st June 2022



VAT No. 250510549

Chawleigh Parish Council

Mr S Godly
 Chawleigh Parish Council



The policy is offered on a 3 year long term agreement

1 Yr

3 Yr LTA

Core Cover	114.13	108.42
Office Contents, Business Interruption, Public Liability Employers Liability		
Personal Accident, Fidelity Guarantee, Libel & Slander, Money, Legal Expenses		
Hirers Liability		
Extensions of Cover:		
Part A Material Damage (buildings)		
Total sums insured £86,191		
Part C All Risks		
Total sums insured £57138		
Part E Public Liability		
Extension of cover for Playground Liability		
Part G Employers Liability		
Extension of cover for 1 part time manual employee		
Sub Total	648.33	615.89
the premium includes a commission fee retained by Community First		
Insurance Premium Tax (12%)	77.80	73.91
Total Amount Due	£ 726.13	£ 689.80

Payment date should be received within 30 days of effective date or invoice date if later

BACS PAYMENTS TO: Ref: PC Name

CAF BANK S/C 40-52-40 A/C 00097243

Cheques Payable to 'Community First Trading Limited'

send to: Community First Insurance, Unit C2 Beacon Business Centre

Devizes Wiltshire SN10 2EY

Registered Charity Number: 288117 Registered FSA No: FRN311971
 Company Ltd by guarantee: 1757334 England VAT Registration No: 6393860 06



Select for Local Councils

Policy Schedule

The Policy, the Policy Schedule, Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule issued.

Policy Number	YLL- 272027-8713	
Insured	Chawleigh Parish Council	
Business	Parish/Local Council	
Period of Insurance	From:	01/06/2022
	To:	31/05/2023
	and any other period for which cover has been agreed	
Annual Premium	£726.13	
3 Year LTA Premium	£689.80	
	Premiums are inclusive of Insurance Premium Tax	
Schedule Number	01	
Preparation Date	06/04/2022	
Long Term Agreement Expiry (not applicable to Part P)		
Policy Form Reference	MLAACE06	

Lines of cover applying

Line of Cover	Insured/Not insured
Part A: Material Damage	Insured
Part B: Business Interruption	Insured
Part C: All Risks	Insured
Part D: Money and Personal Accident Assault	Insured
Part E: Public and Products Liability	Insured
Part F: Hirers' Liability	Insured
Part G: Employers' Liability	Insured
Part H: Libel and Slander	Insured
Part N: Fidelity Guarantee	Insured
Part O: Personal Accident	Insured
Part P: Legal Expenses	Insured
Part Q: Street Furniture (Impact Damage Only)	Not Insured

Part A – Material Damage

Effective Date: 01/06/2022

Premises Address	Buildings Sum Insured	Contents Sum Insured
Chawleigh Post Office, Chawleigh, Chulmleigh, EX18 7HG	£82,613	
Public Toilet Chawleigh, Chulmleigh, EX18 7HH	£3,578	

Insured Perils applicable to Material Damage:

1-16

Excesses:

The following excess applies to each and every loss arising in respect of each and every separate premises:

Item Description	Sums Insured
Theft, Accidental Damage	£100
Malicious Damage, Storm or Flood, Escape of Water	£250
Falling Trees or Branches	
Subsidence or ground heave	£1,000

Operative Endorsements:

1, 3, 5, 6, 8, 9 (please refer to the endorsement section of your policy wording)

Part B – Business Interruption

Effective Date: 01/06/2022

Item	Cover	Sums Insured	Maximum Indemnity Period
Section 2 a)	Additional Expenditure	Nil	N/A
Section 2 b)	Loss of Gross Revenue	Nil	N/A
Section 5.3	Loss of Computer Data	£500	12 months

Insured Perils applicable to Business Interruption:

1-16

Operative Endorsements:

None

Part C - All Risks

Effective Date: 01/06/2022

Item Description	Sums Insured
Office Contents - restricted to clerk's home only	£2,500
2 Benches	£338
1 Bus Shelter	£2,358
6 Picnic Tables	£1,545
Jubilee Carved Seat	£4,745
Metal Gates & Barriers	£1,615
2 Goal Posts	£389
Youth Shelter	£3,029
Play Equipment	£33,635
Projector & Sound Equipment	£6,556
Finger Arm Road Signs	£1,050
BT Phone Box	£1,500
Notice Board	£378

Excess:

£100 each and every loss

Operative Endorsements:

Policy booklet 1 (please refer to the endorsement section of your policy wording)

Part D - Money

Effective Date: 01/06/2022

Item	Description	Limit any one loss
1	Loss of non-negotiable money in the situations specified in Items 2 a), 2 b), 2 c) i) and 2 c) ii)	£250,000
2	Loss of other money :	
	a) in transit in the custody of any member or employee or in transit by registered post (limit £250), or in a Bank Night Safe	£500
	b) in the private residence of any member or employee	£100
	c) in the premises :	
	i) in the custody of or under the actual supervision of any member or employee	£2,000
	ii) in locked safes or strongrooms	£2,000
	iii) in locked receptacles other than safes or strongrooms	£100

Excess:

£50 each and every loss

Personal Accident Assault Limits:

Stated in Section 3(c)

Part E - Public Liability

Effective Date: 01/06/2022

Playground Liability

Limit of indemnity:

£10,000,000

Operative Endorsements:

1. Environmental Clean Up Costs

The following Special Definitions are added to Section 1:

Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the **territorial limits**.

Cover

010

The **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the **insurer** will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified.

Exclusions

The **insurer** shall be under no liability:

- 1. in respect of Clean Up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
- 2. for **damage** connected with pre-existing contaminated property
- 3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
- 4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
- 5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
- 6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
- 7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
- 8. in respect of costs for the reinstatement or reintroduction of flora or fauna
- 9. for **damage** caused deliberately or intentionally by the insured or where they have knowingly deviated from environmental protection rulings or where the insured has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
- 10. in respect of fines or penalties of any kind
- 11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
- 12. for **damage** which is covered by a more specific insurance policy
- 13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed

14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

Part F - Hirer's Liability

Effective Date: 01/06/2022

Limit of indemnity:

£2,000,000

Excess:

£100 each and every claim for damage to the premises or contents caused other than by fire or explosion

Operative Endorsements:

None

Part G - Employers Liability

Effective Date: 01/06/2022

Limit of indemnity:

£10,000,000

Excess:

Nil

Operative Endorsements:

None

Part H - Libel and Slander

Effective Date: 01/06/2022

Limit of indemnity:

£250,000

Excess:

10% of each and every claim or £1,000, whichever is the lower

Operative Endorsements:

None

Part N - Fidelity Guarantee

Effective Date: 01/06/2022

Persons Guaranteed	Sums Guaranteed
All members and employees	£25,000

Excess:

£100 each and every claim

Operative Endorsements:

None

Part O – Personal Accident

Effective Date: 01/06/2022

Cover is limited to £500,000 any one person and £2,000,000 any one incident

Persons Insured:	All members and employees
Capital Sum	£20,000
Weekly Sum	£100
Cover	Sections 2 and 3 – Accident and Assault Cover

Operative Endorsements:

None

Part P - Legal Expenses

Effective Date: 01/06/2022

Section	
3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Not Operative

Limit of Indemnity:

£100,000

Operative Endorsements:

None

Zurich Municipal is a trading name of Zurich Insurance plc, a public limited company incorporated in Ireland Registration No. 13460 Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland UK Branch registered in England and Wales Registration No. BR7985. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ. Zurich Insurance plc is authorised and regulated by the Central Bank of Ireland. Authorised by the Prudential Regulation Authority and with deemed variation of permission. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details of the Temporary Permissions Regime, which allows EEA-based firms to operate in the UK for a limited period while seeking full authorisation, are available on the Financial Conduct Authority's website. Our FCA Firm Reference Number is 203093.

MSEDA03 (02/22)

CHAWLEIGH PARISH COUNCIL

RECEIPTS & PAYMENTS ACCOUNT

FINAL ACCOUNTS

YEAR ENDED 31 MARCH 2022

2020/2021		2021/2022
Outturn		Outturn
£		£
	RECEIPTS	
12,790	Precept	13,000
2,994	Other Receipts	4,713
-	VAT	5,750
15,784	TOTAL Receipts	23,462
	PAYMENTS	
1,050	Administration	2,713
-	Clerk	1,962
2,216	Locum Clerk	2,676
(17)	Councillors	-
132	Subscriptions	126
2,001	Public Toilets	1,816
170	Village Shop	2,974
3,930	Playing Field & Play Equipment	2,417
-	Telephone Kiosk	-
-	Community Storage	-
333	Village Maintenance	3,473
-	Events	-
	Grants & Donations	
-	Section 137 Payments	58
550	Other Grants & Donations	80
991	VAT Expenditure	2,105
11,355	TOTAL Payments	20,398
	GENERAL RESERVE	
13,943	Balance b/f	18,372
15,784	Plus Total Receipts	23,462
(11,355)	Less Total Payments	(20,398)
<u>18,372</u>		<u>21,436</u>
-	Transfers (from)/to Earmarked Reserves	3,757
<u>18,372</u>	Balance c/f	<u>25,194</u>

CHAWLEIGH PARISH COUNCIL

GENERAL & EARMARKED RESERVES

	31/03/2021				31/03/2022
	£	Transfer £	Income £	Spend £	£
General Reserve	18,372.38	503.00	20,862.79	(14,544.37)	25,193.80
Earmarked Reserves					
Replacement Laptop & Printer	500.00	-	-	(500.00)	-
Shop Emergency Repairs	3,000.00	-	-	-	3,000.00
Public Toilet Emergency Repairs	1,000.00	-	-	-	1,000.00
Chawley Community Trust	153.00	(153.00)	-	-	-
Replacement Playing Field Equipment	2,000.00	-	-	-	2,000.00
Chawleigh Playing Field Event 2019	1,076.88	-	-	-	1,076.88
Replacement Church Roof	750.00	(750.00)	-	-	-
Section 106 Unallocated	4,835.06	-	-	(4,835.06)	-
Defibrillator Fund	-		2,149.60		2,149.60
P3 PROW	-	400.00	450.00	(519.00)	331.00
	31,687.32	-	23,462.39	(20,398.43)	34,751.28

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

CHAWLEIGH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each ‘No’ response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.chawleighparishcouncil.uk

WEBSITE ADDRESS

Section 2 – Accounting Statements 2021/22 for

CHAWLEIGH PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	27,258	31,687	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	12,790	13,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	2,994	10,463	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	0	1,962	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	11,355	18,437	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	31,687	34,751	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	31,687	34,751	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	152,508	156,038	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
				<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



STANDING ORDERS

Abstract

This document sets out the written rules and procedures that the Councillors need to follow in order to carry out the Parish Council's business. 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.

Chawleigh Parish Council
clerk@chawleighparishcouncil.uk

DOCUMENT CONTROL

Author

Rob Martin, Clerk and Responsible Financial Officer

Date	Version	Status	Description
07/02/13	1.0	Final	Draft policy adopted at February 2013 Council meeting (minute 13/02/07)
14/12/16	1.1	Revision	Policy revised and circulated to Councillors.
12/02/17	2.0	Final	Revised policy approved at January 2017 Council meeting (minute 4c).
27/09/18	2.1	Revision	Revised policy presented to September 2018 Council meeting to reflect new model Standing Orders published by the National Association of Local Councils and approved subject to amendments (minute 18.238).
16/10/18	3.0	Final	Final version uploaded to Council website.
09/05/19	3.1	Review	Standing Orders approved by new Council at Annual Meeting of the Council held on 9 May 2019 with no amendments (minute 19.086).
25/05/22	4.0	Review	Standing Orders updated for new clerk information

Review Cycle

Every year at the Annual Meeting of the Council or in response to new or amended statutory requirements. This document must be approved by Full Council. The Standing Orders may only be amended or varied by resolution of the Council.

Legislation and Regulation

Model Standing Orders, National Association of Local Councils 2018.

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1. RULES OF DEBATE AT MEETINGS

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

- iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 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.
- 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 2.5 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 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.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which 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 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. 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.

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

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 3 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- 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.

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 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 3 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

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

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or
 - iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District 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 Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be 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 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer, if there is one;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) 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;
- xv. manage access to information about the Council via the publication scheme; and
- xvi. 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).

16. 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.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds 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 with an estimated value of £500 or more 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.

19. 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 most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman (if there is one) of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of the Council or in his absence, the vice-chairman of the Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. 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 Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the chairman 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 Council.
- 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).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

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

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

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

22. RELATIONS WITH THE PRESS/MEDIA

- 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.

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY 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 representing the area of the Council.
- b. Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements (i.e. those in **bold type**), 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 2 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.



STANDING ORDERS

Abstract

This document sets out the written rules and procedures that the Councillors need to follow in order to carry out the Parish Council's business. 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.

Chawleigh Parish Council
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FINANCIAL REGULATIONS

Abstract

These Financial Regulations govern the conduct of financial management by Chawleigh Parish Council. The Council is responsible in law for ensuring its financial management is effective and the Council has a sound system of internal control, including arrangements for the management of risk.

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DOCUMENT CONTROL

Author

Rob Martin, Clerk and Responsible Financial Officer

Date	Version	Status	Description
14.06.17	0.1	Draft	Draft Financial Regulations based on model version provided by the National Association of Local Councils (2016). Draft circulated to Councillors for comment.
03/08/17	1.0	Final	Draft reviewed at Council meeting held on 3 August 2017 and approved subject to amendments (minute 17.184).
27/09/18	1.1	Revision	Revised policy presented to September 2018 Council meeting to reflect new model Financial Regulations published by the National Association of Local Councils and approved subject to amendments (minute 18.239).
10/10/18	2.0	Final	Final version uploaded to Council website.
09/05/19	2.1	Review	Financial Regulations approved with no amendments by new Council at Annual Meeting of the Council held on 9 May 2019 (minute 19.086).
12/09/19	2.2	Revision	Financial Regulations reviewed against revised model published by the National Association of Local Councils in July 2019. Revisions presented to the council meeting held on 12 September 2019 and approved (minute 19.238). Corporate amendments made.
25/05/22	3.0	Revision	To include detailed instruction of the use of online payments

Review Cycle

Every year at the Annual Meeting of the Council or in response to new or amended statutory requirements. This document must be approved by Full Council. The Financial Regulations may only be amended or varied by resolution of the Council.

Legislation and Regulation

- These Financial Regulations are based on the model provided by the National Association of Local Councils (2019). The Parish Council operates within a wide statutory framework.
- Governance and accountability for smaller authorities in England, Joint Panel on Accountability & Governance, March 2019
- Chawleigh Parish Council's related documents:
 - Allowance and Subsistence Policy
 - Asset Register
 - Grant Funding Policy
 - Investment Policy and Strategy
 - Reserves Policy
 - Risk Management Strategy and Policy
 - Risk Register
 - Protocol for claiming a basic allowance
 - Protocol for managing the Due Payments List
 - Protocol for submitting grant applications

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.

- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any record of receipts and payments and additional information 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 receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's receipts and payments 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 £1,000; 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, available from the websites of the National Association of Local Councils and the Society for Local Council Clerks.

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 shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. If the nominated member is an authorised signatory, they should not sign any of the cheques while acting in this role. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - 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. The Council shall review its annual 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 council.
- 3.3. The council shall consider annual budget proposals in relation to the council's annual 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 January 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 £1,000; or
 - the Clerk, in conjunction with Chairman of Council, for any items below £1,000.

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

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform the Council of any changes impacting on its 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 £100. 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. They shall be regularly reviewed by Council for safety and efficiency, in line with the Business Risk Assessment Policy.
- 5.2. Methods of Payment from the Council's bank account include:
 - a) Cheques
 - b) On-line batch payments
 - c) Debit Card
 - d) Direct Debits

- e) Standing Orders
- 5.3. Payment by **cheque** requires two signatories for each cheque, as laid down in the bank mandate.
- 5.4. **On-line batch** payments are enacted by the RFO using the Lloyds Bank system. Verification should be made for each payment by two designated signatories, who might be those authorised on the bank mandate, but could be other councillors agreed by Council. This verification could either be on-line or a paper system.
- 5.5. **Debit-card** payments are specifically for matters that can only be ordered on-line or purchased as an emergency. The Clerk/RFO is the holder of the card and has responsibility for following the financial regulations for purchases of this nature.
- 5.6. **Direct Debits** are set up for ongoing expenditure that are set once a contract is entered into, such as the mobile phone contract. These will be reported to Council at least once a year, in order to verify their continuation.
- 5.7. **Standing Orders** are set up where there are occasional payments to be made which should not be forgotten. These will be reported to Council at least once a year, in order to verify their continuation.
- 5.8. The RFO shall prepare a schedule of payments requiring verification, forming part of the Agenda for each Council Meeting together with the relevant invoices. Council shall verify payment by a formal Resolution. The schedule, by the nature of such things, will include payments already made and those still to be made.
- 5.9. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services has been supplied in line with the order.
- 5.10. 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, in accordance with the terms and conditions of the contract. The RFO shall arrange for verification of the payments at the next available council meeting.
- 5.11. The Clerk and RFO shall have delegated authority to authorise the payment of items 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;
 - b) An expenditure item authorised under 9.5 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.
- 5.12. For each council 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, may authorise payment for the year provided that the requirements of regulation 5.3

(Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.

- 5.13. Any Revenue or Capital Grant shall, before payment, be subject to ratification by resolution of the council.
- 5.14. 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.

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. All payments shall be by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.3. To indicate agreement of the details shown on a cheque with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.4. 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 securely retained.
- 6.5. 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.
- 6.6. The council, and any members using computers for the council's business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The payment authorisation requirements approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. This process will state clearly the values of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.8. 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/RFO and a councillor.
- 6.9. Except for the duration of events such as the village fete, the council will not maintain any form of cash float. All cash received must be banked intact.
- 6.10. Where cash is drawn as a float for an event, the expenditure incurred will be fully accounted for by documentation and the net balance, including cash income, will be banked intact.

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.
- 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 (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 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 RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 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. As far as is practicable, orders for the values of £500 - £2,000 require a minimum of two quotes; for values above £2,000, three quotes are required.
- 10.5. A member may not issue an official order or make any contract on behalf of the council.
- 10.6. 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 RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the 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 Order 18 (Financial Controls and Procurement) 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 proposed supply); where the value above £2,000 the RFO shall strive to obtain three 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 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)

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts £181,302 (September 2018)
- b. For public works contracts £551,413 (September 2018)

- 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. ASSETS, PROPERTIES AND ESTATES

- 13.1. 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.
- 13.2. 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.
- 13.3. 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).
- 13.4. 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).
- 13.5. 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.
- 13.6. 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.

14. INSURANCE

- 14.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

15. CHARITIES

- 15.1. Where the council is sole managing trustee of a charitable body the 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 RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The 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.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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CHAWLEIGH PARISH COUNCIL

BANK RECONCILIATION AS AT 30 APRIL 2022

Bank Balances	30th April 2022	£	£
	Current Account	29,026.69	
	Shop Account	8,642.83	
	Savings Account	4,028.19	
			41,697.71
Uncleared Payments			
	Chawleigh Jubilee Hall		
	Mrs. D. Cockram	Room Hire	140.00
		Spring Clean Refreshments	33.20
			173.20
TOTAL BALANCES			41,524.51
Balance at 1/4/2022	Current Account	22,251.30	
	Shop Account	8,472.07	
	Savings Account	4,027.91	
			34,751.28
Plus Receipts		8,172.81	
Less Payments		(1,399.58)	
			6,773.23
TOTAL BALANCES			41,524.51
Reconciliation			

BUSINESS CURRENT ACCOUNT

Account number: 06109314

Sort code: 55-50-29

BIC: NWBKGB2L

IBAN: GB23 NWBK 5550 2906 1093 14

CHAWLEIGH PARISH COUNCIL

Branch Details	Your current details	Period	31 Mar 2022 to 29 Apr 2022
BARNSTAPLE, HIGH STREET (C)	CHAWLEIGH PARISH COUNCIL	Previous Balance	£22,403.38
PO BOX NO1	23 FOUR WAYS DRIVE	Paid out	£1,378.46
41 HIGH STREET	CHULMLEIGH	Paid in	£8,001.77
BARNSTAPLE	DEVON	New Balance	£29,026.69
DEVON	EX18 7AZ		
EX31 1DA			

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					22,403.38
31 Mar 2022	STANDING ORDER	LILIAN JONES, SALARY, FP 31/03/22 30, 07023134975271000N		152.08	22,251.30
7 Apr 2022	ONLINE TRANSACTION	DENBY SMITH, CHAWLEIGHPC 902483, VIA ONLINE - PYMT, FP 07/04/22 10, 54144603450839000N		105.00	22,146.30
	ONLINE TRANSACTION	HINE MARQUEES, MARQUEE DEPOSIT, VIA ONLINE - PYMT, FP 07/04/22 10, 02144420627190000N		404.46	21,741.84
	ONLINE TRANSACTION	DALC SUBS, CHAWLEIGHPC 3696, VIA ONLINE - PYMT, FP 07/04/22 10, 64145058919770000N		150.35	21,591.49
	ONLINE TRANSACTION	JAN FLAVIN, TREE, VIA ONLINE - PYMT, FP 07/04/22 10, 64143103367370000N		42.99	21,548.50
	ONLINE TRANSACTION	SLCC SUBS, CHAWLEIGH PC, VIA ONLINE - PYMT, FP 07/04/22 10, 11143909501581000N		51.00	21,497.50
8 Apr 2022	DEBIT CARD TRANSACTION	4189 07APR22, MCAFEE, WWW.MCAFEE.COM, 0800-028- 7581 IE		59.99	21,437.51
11 Apr 2022	AUTOMATED CREDIT	MDDC CREDITORS, REF - 00009	6,783.50		28,221.01
	DEBIT CARD TRANSACTION	4189 09APR22, ZOOM.US, 888-799- 9666, WWW.ZOOM.US US		14.39	28,206.62
	DEBIT CARD TRANSACTION	4189 09APR22, 1 AND 1 IONOS LTD, GLOUCESTER GB		2.40	28,204.22
14 Apr 2022	DEBIT CARD TRANSACTION	4189 12APR22, 1 AND 1 IONOS LTD, GLOUCESTER GB		4.80	28,199.42
20 Apr 2022	ONLINE TRANSACTION	ROB MARTIN, SALARY MAR 22, VIA ONLINE - PYMTB, FP 20/04/22 40, 62023132863772000N		312.80	27,886.62
	ONLINE TRANSACTION	TAX DEDUCTION, 120PS00612467, VIA ONLINE - PYMTB, FP 20/04/22 40, 63023132870042000N		78.20	27,808.42
28 Apr 2022	AUTOMATED CREDIT	HMRC VTR, X/JV126000103078	1,218.27		29,026.69

Deposit Guarantee Scheme Information

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). A link to the FSCS Information Sheet and list of exclusions can be found on your online statement. For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk

BUSINESS CURRENT ACCOUNT

Account number: 61058599

Sort code: 55-50-29

BIC: NWBKGB2L

IBAN: GB42 NWBK 5550 2961 0585 99

CHAWLEIGH PARISH COUNCIL

Branch Details	Your current details	Period	31 Mar 2022 to 29 Apr 2022
BARNSTAPLE, HIGH STREET (C)	CHAWLEIGH PARISH COUNCIL	Previous Balance	£8,429.38
PO BOX NO1	23 FOUR WAYS DRIVE	Paid out	£0.00
41 HIGH STREET	CHULMLEIGH	Paid in	£213.45
BARNSTAPLE	DEVON	New Balance	£8,642.83
DEVON	EX18 7AZ		
EX31 1DA			

Date	Type	Description	Paid in	Paid out	Balance
BROUGHT FORWARD					8,429.38
31 Mar 2022	AUTOMATED CREDIT	CHAWLEIGH VILLAGE., JANE HALL (RENT), FP 31/03/22 0219 , 100000000908473131	42.69		8,472.07
7 Apr 2022	AUTOMATED CREDIT	CHAWLEIGH VILLAGE., JANE HALL (RENT), FP 07/04/22 0204 , 200000000912011442	42.69		8,514.76
14 Apr 2022	AUTOMATED CREDIT	CHAWLEIGH VILLAGE., JANE HALL (RENT), FP 14/04/22 0226 , 600000000919038951	42.69		8,557.45
21 Apr 2022	AUTOMATED CREDIT	CHAWLEIGH VILLAGE., JANE HALL (RENT), FP 21/04/22 0215 , 100000000919135049	42.69		8,600.14
28 Apr 2022	AUTOMATED CREDIT	CHAWLEIGH VILLAGE., JANE HALL (RENT), FP 28/04/22 0225 , 300000000929301680	42.69		8,642.83

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Transactions

Account type: **BUSINESS RESERVE ACCOUNT**
Account number: **61032069**
Sort code: **55-50-29**
Account name: **SLA CHAWLEIGH PC**

Date: **18th May 2022**

Your transactions

Showing: Last 1 month (4 weeks), All Transactions

Date	Type	Description	Paid in	Paid out	Balance
29 Apr 2022	INT	29APR GRS 61032069	£0.28	-	£4,028.19

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CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30th April 2022

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
RECEIPTS				
2,263	Shop Rent	2,220	170.76	8
13,000	Precept	13,567	6,783.50	50
0	Interest	-	-	-
2,450	Grants & Other Donations	-	-	-
5,750	VAT	-	1,218.55	-
-	Section 106 Income	-	-	-
23,462	TOTAL Receipts	15,787	8,172.81	52
PAYMENTS				
Administration				
480	External Audit	200	-	-
150	Internal Audit	300	-	-
35	ICO	35	-	-
211	Email/Website	150	-	-
813	Insurance	825	-	-
-	Elections	-	-	-
695	IT&C	500	55.99	11
-	Printing	-	-	-
49	Office Consumables	200	-	-
-	Postage	50	-	-
-	Refreshments	50	33.20	66
280	Venue Hire/Zoom	400	81.99	20
Clerk & Councillors				
1,962	Clerk's Salary	4,700	391.00	8
-	NI	-	-	-
2,676	Locum Clerk	-	-	-
-	Clerk's Expenses	100	-	-
-	Councillor Expenses	-	-	-
-	Councillor Allowances	-	-	-
-	Training & Development	400	-	-
Subscriptions				
126	DALC/NALC	140	133.00	266
-	SLCC	50	51.00	510
-	The Dart	10	-	-
Public Toilets				
1,816	Cleaner	1,825	-	-
-	Consumables	200	-	-

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30th April 2022

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
-	Maintenance	200	-	-
	Village Shop			
-	Shop Maintenance	-	-	-
2,974	Storage Facility	-	-	-
	Playing Field			
181	Annual Inspection	100	-	-
613	Grass Cutting	1,000	-	-
90	DAA Light Maintenance	100	-	-
-	General Maintenance	-	-	-
-	Picnic Benches	-	-	-
1,534	Play Equipment	-	-	-
	Telephone Kiosk			
-	Maintenance	-	-	-
	Community Storage			
-	Solicitors Fees	500	-	-
	Maintenance			
-	Council Asset Inspection	100	-	-
977	Verge Cutting	700	-	-
-	Landscaping	-	-	-
100	Weed Spraying	300	-	-
826	Highway Improvements	-	-	-
1,051	Noticeboard	-	-	-
-	Tree Surgery	-	-	-
519	PROW Improvements	-	-	-
-	Defibrillator	-	87.50	-
	Events			
-	QE2 Platinum Jubilee	-	380.04	-
	Grants & Donations			
-	Parish Grant	-	-	-
-	Churchyard Grant	300	-	-
80	Hot Lunch Venue	220	70.00	-
-	CCT	-	-	-
-	Hall Refurbishment	-	-	-
25	Poppy Appeal (S137)	25	-	-
33	General Donations (S137)	500	-	-
		-		
2,105	VAT		115.86	-
20,398	TOTAL Payments	14,180.00	1,399.58	-

CHAWLEIGH PARISH COUNCIL

RECEIPTS AND PAYMENTS ACCOUNT MONITOR

30th April 2022

2021/2022 Actual £		2022/2023 Budget £	2022/2023 to date £	% of Budget £
(3,064)	Net Payments/(Receipts)	(1,607.00)	(6,773.23)	
(31,687)	Balance b/f	(34,751.28)	(34,751.28)	
(3,064)	Net Payments/(Receipts)	(1,607.00)	(6,773.23)	
(34,751)	Current Balance	(36,358.28)	(41,524.51)	