

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW

Telephone: 07887 533057 Email: laxtonpc@btinternet.com

19/04/2017

To: All Members of the Council

You are summoned to attend a meeting of **Laxton Parish Council** that will be held at the Village Hall, Station Road, Laxton, DN14 7TW on **Tuesday 25 April 2017 at 7:30pm**, to transact the business set out below. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely



Clerk to the Council

A G E N D A

- 1) To receive apologies for absence
- 2) To receive and sign the Minutes of the Parish Council Meeting, held on Tuesday, 28 May, 2017 as a true and correct record
- 3) To record declarations of interest by any member of the council in respect of the agenda items below.
- 4) To receive an update from the Clerk
- 5) To receive an update from Ward Councillors
- 6) Public Participation: to receive questions from the public
- 7) To discuss the following correspondence:
 - ERNLLCA - Newsletter
 - Goole Go Far – Fare Information for the transport service are set by ERYC. A door to door service to Howden would be £5 return. Passengers are advised of fares when booking.
 - Humberside Police - April Newsletter
 - ERYC - Response to Electronic Planning Consultation feedback
 - ERYC - Transport Champions List Update
 - ERNLLCA - Membership Fees increase.

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW

Telephone: 07887 533057 Email: laxtonpc@btinternet.com

- ERYC- Relaunch of Safe and Sound Grant.
- 8) To note the following planning decision:
 - Notification of Decision on App Ref 16/04210/VAR - Variation of Condition 8 (15/03017/VAR) (Erection of stables and store and use of land for keeping of horses following approval of 12/01762/PLF) (approved plans), Old Vicarage – Approved.
 - 9) To note the following comments submitted since the last meeting which required a response prior to this meeting:
 - Land South Of Hall Farm Cotness Lane Cotness East Riding Of Yorkshire DN14 7YE, Proposal: Variation of Condition 10 (approved plans) of planning permission 17/00056/STVAR, (Variation of Condition 5 of planning permission 15/00049/STPLF [Erection of pump house and associated works]) to amend approved pumping station kiosk
- No objection.
 - 10) To receive an update on No Cold Calling Zones
 - 11) To discuss condition of village footpath
 - 12) To discuss highways, dykes and drains
 - 13) To review the Financial and Management Risk Assessment
 - 14) To review the Council's Standing Orders
 - 15) To adopt the revised Financial Regulations
 - 16) To receive the Budget Outturn Report for 2016/17
 - 17) To approve the Annual Governance Statement 2016/2017
 - 18) To approve the accounting statements, Bank Reconciliation, Asset Register and Dates for Period of Exercise of Public Rights
 - 19) To approve the schedule of accounts for payment
 - 20) To receive notice for items for inclusion on the next agenda on Tuesday, 23 May at 7:30pm.

LAXTON PARISH COUNCIL

28 March 2017

PRESENT: Councillors Yarrow, Bray, Collins, Goulden and Sweeting.

Ward Councillors: Councillor Bayram

Clerk: Alan Bravey

Apologies were received from Councillor Newton and Ward Councillor Aitken.

The Parish Council met at Victory Hall, Laxton.

32/17 **MINUTES OF PREVIOUS MEETING – Resolved** – That the minutes of the meeting of the Parish Council held on 28 February 2017 should be confirmed as a correct record and signed by the Chair.

33/17 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations of interest.

34/17 **CLERK UPDATE**– East Riding of Yorkshire Council had advised that the recent tree pruning near to the allotment had been routine maintenance and not connecting with the pumping station works. Councillor Goulden had been advised by the Environment Agency that flood warnings were not available for the area and only flood alerts could be issued. It was noted that this did not change the level of flood risk.

35/17 **WARD COUNCILLOR UPDATE** – Councillor Bayram advised that neighbouring Parish Councils were receiving visits from Natural England to discuss restricting access to public footpaths along the river bank. It was reported that ERYC was to carry out carriageway repairs on Greenoak Lane.

36/17 **CORRESPONDENCE - Resolved** – (a) that the following correspondence should be received by the Council:

- i. ERYC - Changes to publication of planning applications
- ii. ERNLLCA - Newsletter
- iii. ERYC - Forward Planning Newsletter
- iv. Humberside Police - Newsletter
- v. ERYC - Evening road closures, Saltmarshe Level Crossing, 7/8/17 to 11/8/17
- vi. ERYC - Notification of road closure between Greenoak Lane, Yokefleet and Blacktoft Lane, Blacktoft between the junctions of Metham Lane, Yokefleet and Sparrowcroft Lane, Blacktoft commencing on 3rd April 2017 and Greenoak Lane, Yokefleet between the junctions of Metham Lane, Yokefleet and Bellasize Lane, Blacktoft commencing on 25th April 2017 for 4 days

- vii. East Yorkshire Motor Services - Confirmation that Service 160 will cease from the 1st April 2017.
- viii. Goole GoFar - Details of the Howdenshire MiBus.
- ix. St Michael's Church - Maintenance at the Churchyard
- x. ERYC – Notice of Planning Approval - Variation of Condition 5 of planning permission 15/00049/STPLF to enable construction on the riverside work (the outfall) from 1 June (in any year) and the landward side works (access track & pumping station) from 1 April (in any year)
- xi. Northern PowerGrid - Providing an update on the progress on relocating the electricity pole at Cotness Corner.
- xii. ERYC – Tree planting funding from Goole Wind Farm II site
- xiii. ERYC - Invitation to Planning Liaison Group

(b) that the Council would write to East Riding of Yorkshire Council expressing concern about their decision to stop posting details of planning applications to neighbouring properties because it felt that residents in rural areas would not routinely pass, stop and read planning notes on lampposts. Lack of broadband was also felt to disadvantage residents from Laxton. (c) that the Clerk would request the cost to use the MiBus (d) the Clerk would enquire on transport available from the doctors (e) that Councillor Goulden would attend the Planning Liaison Group meeting.

37/17 PLANNING MATTERS – Resolved – that the Council had no objections to planning application 17/00449/PLB, erection of orangery following removal of existing conservatory, Hall Farm Front Street, Laxton, East Riding Of Yorkshire, DN14 7TS.

38/17 ERNLLCA PLANNING DAY FEEDBACK – Councillor Goulden gave feedback on the ERNLLCA planning day, which had covered changes to national planning policy, neighbourhood development orders, community infrastructure levy information and the types of objections that would be considered by planning officers. The Parish Council in particular discuss changes to barn conversion regulations and the scheme of delegation that allowed planning officers rather than planning committee to approve planning applications.

Resolved – that the Clerk request a copy of the appropriate scheme of delegation from East Riding of Yorkshire Council.

39/17 NO COLD CALLING ZONES – Councillor Collins reported that most properties on Church Close had signed their letter requesting that a no cold calling zone be established. The Clerk advised that there had been no further interest generated from the leaflet so far.

Resolved – that Councillor Collins would ask the views of the remaining residents on Church Close.

40/17 COMMUNITY QUESTIONNAIRE – Resolved – That the Clerk should submit the completed questionnaires to HWRCC.

41/17 **PUBLIC FOOTBRIDGES** – It was noted that the footbridge at Cotness had been closed, but it was not clear why. Cllr Goulden mentioned that the public footpath at Kilpin seemed to be closed and was not signed.

Resolved - That the Clerk would report the footbridges and footpath to ERYC.

42/17 **LAXTON COMMUNITY EMERGENCY PLAN** – The Parish Council reviewed and updated the contents of the community emergency plan.

Resolved (a) That the updated plan should be reprinted and issued to all Parish Councillors (b) that the emergency box at the Village Hall should be checked at a later date (c) the next test of the emergency equipment should be scheduled for May / June and (d) that people would be invited to register as needed particular support during an emergency in the next village newsletter.

43/17 **ALLOTMENT RENTS - Resolved** – That the allotment rent for 2017/18 would be £10 for half a plot and £20 for a full plot.

44/17 **HIGHWAYS, DYKES AND DRAINS** – It was noted that the IDB were currently clearing drains and East Riding of Yorkshire Council had replaced the Give Way sign at Saltmarshe.

Resolved – (a) That the state of the road at Broadlane Skelton, the potholes on Saltmarshe Road and the ponding water at Sowerbys Farm would be reported to East Riding of Yorkshire Council, (b) the Clerk would enquire when Chapel Lane would be repaired and (c) that the weeds restricting the flow of water in the drains near to the bonfire site on Jubilee Avenue should be reported to the IDB.

45/17 **ACCOUNTS FOR PAYMENT - Resolved** - That cheques should be signed to pay the following accounts:

- i. Clerk, Salary – March - £86.85
- ii. Clerk, PAYE – March - £57.60
- iii. Clerk, Yearly Postage Costs - £117.30
- iv. Clerk, Working from Home Allowance - £100
- v. Rackhams Accountants, Internal Audit - £192
- vi. ERNLLCA, Attendance at Planning Dav - £102

46/17 **ITEMS FOR NEXT AGENDA – Resolved** – that it be noted that the next meeting would take place on the 25 April 2017.

SIGNED:

DATE:

Laxton Parish Council Correspondence Record

21 March to 18 April 2017

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on laxtonpc@btinternet.com or 07932 016856.

Ref	Date Received	Attached?	From	Purpose of Correspondence	Additional Information
353	25 March	Y	ERNLLC	Newsletter	
354	31 March	N	Goole Go Far	Fares for the transport service are set by ERYC. A door to door service to Howden would be £5 return. Passengers are advised of fares when booking.	
355	5 April	Y	Humberside Police	April Newsletter	
356	6 April	Y	ERYC	Response to Electronic Planning Consultations	
357	6 April	N	ERYC	Requests for updates on Transport Champions List	
358	6 April	N	ERNLLCA	Membership Fee Invoice – 2% increase.	
359	7 April	N	ERYC	Relaunch of Safe and Sound Grant. The main aim of the scheme is to provide home security support for residents who have limited funds to stay safe in their own homes. Residents can apply if they are disabled and/or over 60 and are renting in either the private sector or from a Housing Association or own their own homes. They cannot have more than a cumulative bank balance linked to the address of over £5,000 and should not have applied for the grant in the last 2 years.	

340	7 April	N	ERYC	Notification of Decision on App Ref 16/04210/VAR - Variation of Condition 8 (15/03017/VAR) (Erection of stables and store and use of land for keeping of horses following approval of 12/01762/PLF) (approved plans), Old Vicarage – Approved.	
341	11 April	N	ERYC	Standards Committee Agenda	



Protecting Communities, Targeting Criminals, Making a Difference

Parish/Town News Release

Howdenshire Update for April 2017

1. Priority

Issue: Youths causing annoyance around the areas of the Church and playing fields in Gilberdyke.

Throughout April, officers will continue to patrol the above areas on Clementhorpe Road to deter any potential anti-social behaviour. Anyone caught engaging in anti-social behaviour will be dealt with under the FAIRWAY process jointly with East Riding of Yorkshire Council. It is unlikely that any discretion will be shown.

2. Meetings

Police Drop In Surgery

PCSO Simon Palmer will be holding a surgery at the Travelling Library, Gilberdyke Memorial Hall car park, Clementhorpe Road, Gilberdyke on the following dates: 19th April (14:00-15:00 hrs) and 24th May (11:00- 12:00 hrs)

3. Examples of Crimes in your area.

- Entry was gained into a property in North Cave and various items including a handbag, keys and a car key were stolen.
- Two secure bicycles were stolen from a secure garden shed in North Cave.
- A vehicle was broken into in North Cave and house keys stolen.
- A van was broken into in Gilberdyke and tools stolen.
- Damage was caused to a property in Holme Upon Spalding Moor as a result of an attempted break in.
- Entry was gained into a secure property in Gilberdyke and items stolen.
- Power tools were stolen from a secure container in a farmyard near Newport.

4. News and Appeals

Distraction Burglars

Not sure? – Don't open the door!

A distraction Burglar is someone who gains access to your property by distracting or tricking their way in to steal cash or valuables. This can include people, who are trying to sell items on your doorstep, to those who claim to be representing a company or charity to gain entry into homes before stealing items whilst the occupants are distracted.

When someone calls at your door follow these simple steps to help protect yourself and your home.

- Keep your front and back doors locked at all times, even when at home.



Protecting Communities, Targeting Criminals, Making a Difference

Parish/Town News Release

- Before you answer the door, stop and think if you are expecting anyone and ensure that no rear/side doors and windows have been left insecure. It may be that the caller is trying to distract you while someone else sneaks in.
- If you decide to open the door, put the door chain or bar on first and keep it on while you are talking to the person on the doorstep. Some bogus callers call on older and vulnerable people saying they need help urgently. They may ask you to help them outside the house or ask to come in to make a phone call or have a glass of water. Only go to help them if you have someone else with you. Don't worry if you choose not to help it is not rude or unfriendly.
- If someone who looks official calls at your door, always do the following. Ask for and carefully check their identity card, even if they have a prearranged appointment (all genuine callers will carry one). Do they look like the person on the card? Is the name the same one as that on your letter? Close the door while you do this. If you are not expecting them and they have not shown you an identity card, do not let them in until you have checked that the caller is genuine. If you are going to ring the company the caller claims to be from, don't rely on a number provided by them, you could be ringing an accomplice sat in the van outside - (you can normally find a contact number on your utility bill or from the telephone directory).
- If you think the caller is genuine, but you would rather have a friend or relative with you, ask the caller to rearrange to a time when you are not on your own. Don't agree to any work or sign anything on the spot. Do not be pressured into having any work carried out. Never pay cash up front and never go to the bank or cash point with a trader.

Doorstep crime isn't common, but it can have a long-lasting impact on victims' lives. Remember if you're not sure of a caller, don't open the door – but do give us a ring. You can call us on 101. But please always call 999 in an emergency or if you suspect a crime is in progress.

Subject: Re: Changes to planning application publicity WEF 1 April 2017

From: Stephen.Hunt@eastriding.gov.uk (Stephen.Hunt@eastriding.gov.uk)

To: laxtonpc@btinternet.com;

Date: Thursday, April 6, 2017 9:32 AM

Dear Alan,

Sorry for the slight delay in responding to your email.

I appreciate the concerns that the Parish Council raise but at this stage the site notice procedure is considered fairest to all as it means that anyone in the locality, and not just the immediate neighbours, will see the notice. The previous system of writing to immediate neighbours was both costly and ineffective - less than 5% of neighbours who received letters actually commented on the application.

Please reassure the Parish Councillors that whilst we are now using site notices in all cases to publicise applications, we have not changed the way the public can respond. We are promoting the use of the public access system for responses (as this automatically records the comment, and will send a confirmation of receipt) but members of the public can still send an email to the Council, or if they wish send a letter through the post.

Access to the planning application information has also not been altered, and the same arrangements remain as have been in place since 2013 when we stopped providing Customer Service Centres with paper copies and advised that the local library could be used to view plans on public access. I am not aware that this has led to any complaints, probably as officers will do their best to assist if we get a call from a neighbour who is unable to access the electronic documents. This can be achieved, for example, by the case officer calling next door when doing their site visit.. If residents have concerns we would always advise that the case officer is available to discuss the proposal over the telephone.

I hope that this addresses the concerns of the Parish Council. As you will be aware, there will be an opportunity to discuss this further in the forthcoming Town and Parish Council Liaison meetings

Kind regards

Stephen

Stephen Hunt MRTPI
Head of Planning and Development Management
Tel: (01482) 391740
Web: www.eastriding.gov.uk



From: Laxton Parish Council <laxtonpc@btinternet.com>
To: "Stephen.Hunt@eastriding.gov.uk" <Stephen.Hunt@eastriding.gov.uk>
Date: 30/03/2017 21:44
Subject: ON DMG LIST__Re: Changes to planning application publicity WEF 1 April 2017

Dear Stephen,

Laxton Parish Council have asked me to write and express their concern at the changes to planning application publicity. The Parish Council feels that in a rural village, where people rely heavily on cars, residents are unlikely to walk past signs on lamp posts and unlikely to notice them in their car. They are worried that residents will miss the opportunity on planning applications that could impact on them.

The Parish Council also feels that its residents will be disadvantaged as the area is will not have access to superfast broadband in the foreseeable future and has recently lost its only bus service.

The Parish Council would be grateful if you could take these comments into consideration when considering the changes to publicity.

Regards

Alan

Alan Bravey
Clerk to Laxton Parish Council
07932 016856

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. Please note that the East Riding of Yorkshire Council is able to, and reserves the right to, monitor e-mail communications passing through its network. If you have received this email in error please notify our mail manager at postmaster@eastriding.gov.uk. Whilst every effort has been made to check for viruses in this e-mail and any attachments, the Council does not warrant that it or they are free of viruses. If in any doubt then please ask for the hard copy.

Attachments

- Untitled2.gif (3.50KB)

LAXTON PARISH COUNCIL

FINANCIAL AND MANAGEMENT RISK ASSESSMENT – REVIEWED MARCH 2017

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Financial Management						
Failure to keep proper financial records	Medium	Medium	All expenditure approved by Council. All income reported to Council Annual internal and external audit Financial Regulations in Place	Low	Medium	
Poor financial management	Medium	Medium	Financial regulations in place Budget report submitted to Council at year-end Budget monitoring reports submitted quarterly Adequate Council Reserves Regular reports on future liabilities	Low	Medium	
Loss of cash through theft/dishonesty/fraud	Medium	High	Two signatures required to withdraw the funds. All cheques to be signed by two Councilors Bank reconciliations undertaken quarterly Bank reconciliation report submitted quarterly	Low	High	
Failure to comply with Inland Revenue regulations	Medium	Medium	PAYE arrangements checked by internal Auditor. HMRC fines for late payment	Low	Medium	
Failure to comply with VAT regulations	Medium	Medium	Annual VAT return prepared by Clerk Advice available from ERNLLCA Claims made at least annually depending on VAT payments made	Low	Medium	

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
Failure to use funds properly under section 137	Medium	Medium	Monitor grant allocations	Low	Medium	Report Section 137 amount to the Parish Council.
Failure to recover rents and fees due to the Council	Medium	Low	Regular monitoring of rents and fees recovered Tenancy agreements in place.	Low	Low	
Employment of Staff						
Inability to recruit/retain staff	Medium	Medium	Annual review of salaries and regular review of contracts of employment	Medium	Medium	
Attacks on personnel	Low	Medium	Employer’s liability insurance	Low	Medium	
Failure to comply with employment law	Medium	Medium	Awareness of legislation Arrangement of training, if appropriate ERNLLCA Advice available Personnel sub-committee focusing on personnel issues.	Low	Medium	
Laxton Parish Council						
Failure to recruit new Parish Councillors	Medium	Medium	Co-option / election arrangements in place Ability to promote vacancies through newsletter, social media and website.	Medium	Medium	
Failure to declare a pecuniary / non pecuniary interest	Medium	High	Councillors aware of duties Prompt to declare interests on each agenda	Low	High	Occasional refresher training for Councillors
Failure to update Register of Interests	Low	Medium	Councillors aware of duties	Low	Medium	Councillors to be asked to update registers annually
Failure to meet	Medium	Medium	Clerk provided with training on statutory	Low	Medium	

Hazard	Likelihood	Impact	Existing Controls of Hazard	Net Likelihood	Net Impact	Additional Action Identified
statutory duty			duties Chair / Deputy Chair received training on statutory duties Advice available from ERNLLCA			
Failure to comply with data protection legislation	Medium	High	Clerk trained on data protection legislation Limited personnel data held. Advice available from ERNLLCA	Low	Medium	Consider whether the Council should register as an information holder.
Management of Assets						
Damage to assets	Medium	Medium	Property damage insurance. Occasional inspections.	Medium	Medium	
Theft of assets	Medium	Medium	Emergency equipment securely locked away. All assets recorded on the Asset Register, which is regularly monitored. Insurance covers theft of assets.	Low	Medium	
Failure to ensure fences/boundary treatments are maintained	Low	Medium	Regular inspections/ public liability insurance	Low	Medium	
Failure to provide/maintain street lighting	Low	Medium	Maintenance agreement with East Riding Council.	Low	Medium	





**LAXTON PARISH COUNCIL
STANDING ORDERS 2017**

Next Review – 2020

Meetings

Mandatory for full Council meetings	●
Mandatory for committee meetings	●
Mandatory for 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 **When calculating the 3 clear days for notice of a meeting to councillors and the public, 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 shall not count.**
- c **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.**
- d Subject to standing order 1(c) above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- e The period of time [which is at the Chairman's discretion] OR [which is designated for public participation in accordance with standing order 1(d) above] shall not exceed 15 minutes.
- f Subject to standing order 1(e) above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.


- g In accordance with standing order 1(d) above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- h In accordance with standing order 1(g) above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- i A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- j A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman may at any time permit an individual to be seated when speaking.
- k Any person speaking at a meeting shall address his comments to the Chairman.
- l Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chairman shall direct the order of speaking.
-   m **Local Government Transparency Code 2014 (L.G.T.C. 2014) - Laxton Parish Council - audio, visual or electronic recording of parish council meetings is allowed in accordance with the L.G.T.C. 2014.**
-   n **In accordance with standing order 1(c) above, the press shall be provided 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 may in his absence be done by, to or before the Vice-Chairman.
- p The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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 standing order 1 (y) below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- r The Chairman 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 also standing orders 2 (i) and (j) below.*)
- s Unless standing orders provide otherwise, voting on any 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. If the request is made and agreed voting can be by paper ballot.
- t The minutes of a meeting shall record the names of councillors present and absent.

u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.

 v **The code of conduct adopted by the Council shall apply to councillors in respect of the entire meeting.**

 w **An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting shall be recorded in the minutes.** (*See also standing orders 7 and 8 below.*)

 x **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 3.**

 y **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.

z Meetings shall not exceed a period of two 2 hours.

1 Ordinary Council meetings

See also standing order 1 above

- 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 new councillors elected take office.
- b In a year which is not an election year, the annual meeting of a Council shall be held on such day in May as the Council may direct.
- c If no other time is fixed, the annual meeting of the Council shall take place at 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 directs.
- e (*Wales*) In addition to the annual meeting of the Council, other ordinary meetings may be held in each year on such dates and times as the Council may direct. N/A.
- f The election of the Chairman and Vice-Chairman (if any) of the Council shall be the first business completed at the annual meeting of the Council.
- g 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.
- h The Vice-Chairman of the Council, if any, 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.
- i 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 meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.

- j **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 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 must give a casting vote in the case of an equality of votes.**
- k Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting of the Council, the order of business shall be as follows.
- i. In an election year, delivery by councillors of their declarations of acceptance of office.
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - iii. Review of delegation arrangements to committees, sub-committees, employees and other local authorities.
 - iv. Review of the terms of references for committees.
 - v. Receipt of nominations to existing committees.
 - vi. Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them.
 - vii. Review and adoption of appropriate standing orders and financial regulations.
 - viii. Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
 - ix. Review of representation on or work with external bodies and arrangements for reporting back.
 - x. In a year of elections, if a Council's period of eligibility to exercise the power of well being expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
 - xi. Review of inventory of land and assets including buildings and office equipment.
 - xii. Review and confirmation of arrangements for insurance cover in respect of all insured risks.
 - xiii. Review of the Council's and/or employees' memberships of other bodies.
 - xiv. Establishing or reviewing the Council's complaints procedure.

- xv. Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- xvi. Establishing or reviewing the Council's policy for dealing with the press/media
- xvii. Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

2 Proper Officer

- a The Council's Proper Officer shall be either (i) the clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.
- b The Council's Proper Officer shall do the following.
 - i. **[Sign and serve on councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and sub-committee at least 3 clear days before the meeting.]**
OR
[Upon the Council having first resolved that service of summons on councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient electronically serve on councillors a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee and a sub-committee at least 3 clear days before the meeting provided any such email contains the electronic signature and title of the Proper Officer].
 - ii. **Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

- iii. Subject to standing orders 4(a)–(e) below, include in the agenda all motions in the order received unless a councillor has given written notice at least five (5) days before the meeting confirming his withdrawal of it.
- iv. **Convene a meeting of full Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office, in accordance with standing order [3(b)i] OR [3(b)ii] above.**
- v. Make available for inspection the minutes of meetings.
- vi. **Receive and retain copies of byelaws made by other local authorities.**
- vii. **Receive and retain declarations of acceptance of office from councillors.**
- viii. Retain a copy of every councillor's register of interests and any changes to it and keep copies of the same available for inspection.
- ix. Keep proper records required before and after meetings;
- x. Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's procedures relating to the same.
- xi. Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- xii. Manage the organisation, storage of and access to information held by the Council in paper and electronic form.
- xiii. Arrange for legal deeds [to be sealed using the Council's common seal] OR [to be signed by 2 councillors] and witnessed (*See also model standing orders 14(a) and (b).*)
- xiv. Arrange for the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- xv. Record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. Refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman of the Council] within 2 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.

- xvii. Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- xviii. Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

3 Motions requiring written notice

- a In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least seven (7) clear days before the next meeting.
- b The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4(a) above, correct obvious grammatical or typographical errors in the wording of the motion.
- c If the Proper Officer considers the wording of a motion received in accordance with standing order 4(a) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer in clear and certain language at least five clear days before the meeting.
- d If the wording or nature of a proposed motion is considered unlawful or 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 or rejected in the agenda.
- e Having consulted the Chairman or councillors pursuant to standing order 4(d) above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- f Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a book, which shall be open to inspection by all councillors.

- g Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection in a book for that purpose, which shall be open to inspection by all councillors.
- h Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

4 Motions not requiring written notice

- a Motions in respect of the following matters may be moved without written notice.
 - i. To appoint a person to preside at a meeting.
 - ii. To approve the absences of councillors.
 - iii. To approve the accuracy of the minutes of the previous meeting.
 - iv. To correct an inaccuracy in the minutes of the previous meeting.
 - v. To dispose of business, if any, remaining from the last meeting.
 - vi. To alter the order of business on the agenda for reasons of urgency or expedience.
 - vii. To proceed to the next business on the agenda.
 - viii. To close or adjourn debate.
 - ix. To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - x. To appoint a committee or sub-committee or any councillors (including substitutes)thereto.
 - xi. To receive nominations to a committee or sub-committee.
 - xii. To dissolve a committee or sub-committee.
 - xiii. To note the minutes of a meeting of a committee or sub-committee.
 - xiv. To consider a report and/or recommendations made by a committee or a sub-committee or an employee.

- xv. To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- xvi. To authorise legal deeds [to be sealed by the Council's common seal] OR [signed by two councillors] and witnessed.
(See standing orders 14(a) and (b) below.)
- xvii. To authorise the payment of monies up to £200.00.
- xviii. To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- xix. To extend the time limit for speeches.
- xx. To exclude the press and public for all or part of a meeting.
- xxi. To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- xxii. To give the consent of the Council if such consent is required by standing orders.
- xxiii. To suspend any standing order except those which are mandatory by law.**
- xxiv. To adjourn the meeting.
- xxv. To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
- xxvi. To answer questions from councillors.

- b If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chairman may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

5 Rules of debate

- a Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chairman's direction for reasons of expedience.
- b Subject to standing orders 4(a)–(e) above, a motion shall not be considered unless it has been proposed and seconded.
- c Subject to standing order 3(b)(iii) above, a motion included in an agenda not moved by the councillor who tabled it, may be treated as withdrawn.
- d A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chairman, be reduced to writing and handed to the Chairman who shall determine the order in which they are considered.
- e A Councillor may move amendments to his own motion. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- f Any amendment to a motion shall be either:
 - i. to leave out words;
 - ii. to add words;
 - iii. to leave out words and add other words.
- g A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- h Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- i Subject to Standing Order 6(h) above, one or more amendments may be discussed together if the Chairman considers this expedient but shall be voted upon separately.

- j Pursuant to standing order 6(h) above, the number of amendments to an original or substantive motion, which may be moved by a councillor, is limited to one.
- k If an amendment is not carried, other amendments shall be moved in the order directed by the Chairman.
- l If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- m The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding three (3) minutes.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- o Subject to standing orders 6(m) and (n) above, a councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another councillor or to make a point of order or to give a personal explanation.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the irregularity in the meeting he is concerned by.
- q A point of order shall be decided by the Chairman and his decision shall be final.
- r With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- s Subject to standing order 6(o) above, when a councillor's 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 silent or for him 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;
- ix. to suspend any standing order, except those which are mandatory.

- t In respect of standing order 6(s)(iv) above, the Chairman shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chairman shall call upon the mover of the motion under debate to exercise or waive his right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

6 Code of conduct (England)

See also standing orders 1(d)–(i) above

A revised statutory code of conduct is expected to come into force in 2010

- a **All councillors shall observe the code of conduct adopted by the Council.**
- b All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- c **If paragraph 12(2) of the code of conduct contained in the Local Authorities (Model Code of Conduct) Order 2007 (SI No.1159) has been adopted by the Council or pursuant to relevant provisions in a statutory code of conduct in force at the time, councillors may exercise the rights contained in standing order 7(d) below only if members of the public are permitted to (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted.**

- d **Councillors with a prejudicial interest in relation to any item of business being transacted at a meeting may (i) make representations, (ii) answer questions and (iii) give evidence relating to the business being transacted but must, thereafter, leave the room or chamber.**

Questions

- a A councillor may seek an answer to a question concerning any business of the Council provided five (5) clear days notice of the question has been given to the Proper Officer.
- b Questions not related to items of business on the agenda for a meeting shall only be asked during the part of the meeting set aside for such questions.
- c Every question shall be put and answered without discussion.

7 Minutes

- a If a copy of the draft minutes of a preceding meeting has been circulated to councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- b No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5(a)(iv) above.
- c Minutes, including any amendment to correct their accuracy, 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 parish council held on [date] in respect of subject were a correct record but his view was not upheld by the majority of the parish council members and the minutes are confirmed as an accurate record of the proceedings.”

- e Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.
- f All correspondence received by the parish council shall be listed, including the name of the correspondent, with the minutes. The preferred method of receiving correspondence is via the postal service. All correspondence to be received five (5) clear working days prior to the meeting to allow for inclusion on the agenda.

8 Disorderly conduct

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- b If, in the opinion of the Chairman, there has been a breach of standing order 10(a) above, the Chairman shall express that opinion and thereafter any councillor (including the Chairman) may move that the person be silenced or excluded from the meeting, and the motion, if seconded, shall be put forthwith and without discussion.
- c If a resolution made in accordance with standing order 10(b) above, is disobeyed, the Chairman may take such further steps as may reasonably be necessary to enforce it and/or he may adjourn the meeting.

9 Rescission of previous resolutions

- a A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least eight (8) councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- b When a special motion or any other motion moved pursuant to standing order 11(a) above has been disposed of, no similar motion may be moved within a further 6 months.

10 Voting on appointments

- a Where more than 2 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. Any tie may be settled by the Chairman's casting vote. When requested by 4 parish councillors the voting can be by paper ballot and resolution. Voting is normally by a show of hands but can be by a paper ballot if four (4) parish councillors request.

11 Expenditure

- a Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- b **The Council's financial regulations shall be reviewed once a year.**
- c **The Clerks/administration expenses to be set in the precept (approximately £25 per month maximum).**
- d **The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.**

12 Execution and sealing of legal deeds

See also standing order 5(a)(xvi) above

- a A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- b **[In accordance with a resolution made under standing order 14(a) above, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members of the Council who shall sign the deed as witnesses.]**

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

OR

[In accordance with a resolution made under standing order 14(a) above, any two members of the Council, may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

13 Committees

See also standing order 1 above

- a The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. may permit committees to determine the dates of their meetings;

- iii. shall appoint and determine the term of office of councillor or non-councillor members of such a committee (unless the appointment of non-councillors is prohibited by law) so as to hold office no later than the next annual meeting;
- iv. may appoint substitute councillors to a committee whose role is to replace ordinary councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer five (5) days before the meeting that they are unable to attend;
- v. an ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15(a)(iv) above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting;
- vi. may in accordance with standing orders, dissolve a committee at any time.

14 Sub-committees

See also standing order 1 above

- a Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee whose terms of reference and members shall be determined by resolution of the committee.

15 Extraordinary meetings

See also standing order 1 above

- 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 or refuses to call an extraordinary meeting of the Council within 7 days of having been requested to do so by two councillors, those two councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must 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 sub-committee at any time.
- d If the Chairman of a committee (or a sub-committee) does not or refuses to call an extraordinary meeting within seven (7) days of having been requested by to do so by three (3) councillors, those three (3) councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by three (3) councillors.

16 Advisory committees

See also standing order 1 above

- a The Council may appoint advisory committees comprised of a number of councillors and non-councillors.
- b Advisory committees and any sub-committees may consist wholly of persons who are non-councillors.

17 Accounts and Financial Statement

- a All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations, which shall be reviewed at least annually.
- b The Responsible Financial Officer shall supply to each councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year a statement summarising the Council's receipts and payments for the each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

18 Estimates/precepts

- a **The Council shall approve written estimates for the coming financial year** at its meeting before the end of January.
- b Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.
- c Funding requirements : below £300 no quote required: £301 to £500 single verbal quote: £501 to £2,500 minimum of three verbal quotes: £2,501 up to £5,000 invitation to tender - minimum of three written quotes, based on a clear written specification of requirement. Full council to agree when necessary.

19 Canvassing of and recommendations by councillors

- a Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- b A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such appointment or for promotion; but, nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- c This standing order shall apply to tenders as if the person making the tender were a candidate for an appointment.

20 Inspection of documents

- a Subject to standing orders to the contrary or in respect of matters which are confidential, a councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by councillors.

21 Unauthorised activities

- a Unless authorised by a resolution, no individual councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

22 Confidential business

- a Councillors [Wales: and employees] shall not disclose information given in confidence or which they believe, or ought to be aware is of a confidential nature.
- b A councillor in breach of the provisions of standing order 24(a) above may be removed from a committee or a sub-committee by a resolution of the Council.

23 General Power of Competence (England)

- a **Before exercising the power, a meeting of the full Council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.**

- b The Council's period of eligibility begins on the date that the resolution under standing order 25 (a) above was made and expires on the day before the annual meeting of the Council that takes place in a year of ordinary elections.**
- c After the expiry of its preceding period of eligibility, the Council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power to promote well-being which was not completed before the expiry of the Council's preceding period of eligibility referred to in standing order 25(b) above.**

24 Matters affecting council employees

- a If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council has decided whether or not the press and public shall be excluded pursuant to standing order 1(c) above.**
- b Subject to the Council's policy regarding absences from work, the Council's most senior employee shall notify the Chairman of or, in his absence, the Vice-Chairman of any absence occasioned by illness or urgency and that person shall report such absence to the parish council.**
- c The Chairman or in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and/or appraisal of [the employee's job title] and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by parish council.**
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Chairman of the parish council or in his absence, the Vice-Chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the parish council.**

- e Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by [the employee's job title] relates to the Chairman or Vice-Chairman of the parish council, this shall be communicated to another member of parish council, which shall be reported back and progressed by resolution of parish council minus the member concerned.
- f Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- g The Council shall keep written records relating to employees secure. All paper records shall be secured under lock and electronic records shall be password protected.
- h Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- i Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26(g) and (h) above if so justified.
- j Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26(g) and (h) above shall be provided only to (post holder) and/or the Chairman of the Council.

27 Freedom of Information Act 2000

- a All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3(b)(x) above.

28 Relations with the press/media

- a All requests from the press or other media for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press and/or other media.
- b In accordance with the Council's policy in respect to dealing with the press and/or other media, councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.

29 Liaison with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillor of the District and County or Unitary Council representing its electoral ward.
- b Unless the Council otherwise orders, a copy of each letter sent to the District or County or Unitary Council shall be sent to the District or County or Unitary Council councillor representing its electoral ward.

30 Financial matters

- 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 accounting records and systems of internal control;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the Internal Auditor 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;
 - v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- b **Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of [£60,000] shall be procured on the basis of a formal tender as summarised in standing order 30(c) below.**
- c Any formal tender process shall comprise the following steps:
 - i. a public notice of intention to place a contract to be placed in a local newspaper;
 - ii. a specification of the goods, materials, services and the execution of works shall be drawn up;
 - iii. tenders are to be sent, in a sealed marked envelope, to the Proper Officer by a stated date and time;
 - iv. tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council;
 - v. tenders are then to be assessed and reported to the appropriate meeting of Council or Committee.
- d Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.

- e **Where the value of a contract is likely to exceed £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (SI No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.**

31 Allegations of breaches of the code of conduct

- a On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chairman or Vice-Chairman.
- b Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman or Vice-Chairman of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- c Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- d The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
 - i. Draft the summonses and agendas in such a way that the identity and subject matter of the complaint are not disclosed.
 - ii. Ensure that any background papers containing the information set out in standing order 31(a) above are not made public.
 - iii. Ensure that the public and press are excluded from meetings as appropriate.
 - iv. Ensure that the minutes of meetings preserve confidentiality.

- v. Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter.
- e Standing order 31(d) above should not be taken to prohibit the Council (whether through the Proper Officer or the Chairman or Vice Chairman from disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- f The Chairman or Vice Chairman shall have the power to:
 - i. seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter;
 - ii. seek and share information relevant to the complaint;
 - iii. grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- g References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a councillor.

32 Variation, revocation and suspension of standing orders

- a Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- b A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the councillors at a meeting of the Council vote in favour of the same.

33 Standing orders to be given to councillors

- a The Proper Officer shall provide a copy of the Council's standing orders to a councillor upon delivery of his declaration of acceptance of office.
- b The Chairman's decision as to the application of standing orders at meetings shall be final.
- c A councillor's failure to observe standing orders more than 3 times in one meeting may result in him being excluded from the meeting in accordance with standing orders.

LAXTON PARISH COUNCIL
FINANCIAL REGULATIONS

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	7
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	8
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES	11
8.	LOANS AND INVESTMENTS	12
9.	INCOME	13
10.	ORDERS FOR WORK, GOODS AND SERVICES.....	14
11.	CONTRACTS.....	14
12.	[PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	Error!
	Bookmark not defined.	
13.	[STORES AND EQUIPMENT.....	Error! Bookmark not defined.
14.	ASSETS, PROPERTIES AND ESTATES	16
15.	INSURANCE.....	17
16.	[CHARITIES.....	Error! Bookmark not defined.
17.	RISK MANAGEMENT	17
18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	17

These Financial Regulations were adopted by the Council at its Meeting held on 25 March 2017. They will be reviewed in March 2020.

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 orders¹ 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;

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

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £500
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

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

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

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

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 or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements

are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £100..

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

- 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.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.10. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council .
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts 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.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members.
- 6.18. [The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £40 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each

payment is reported to the next available council meeting, as set out in these regulations above.

- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Personnel Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

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

11. CONTRACTS

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

- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
 - 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)³.
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders[18], ⁴ 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

² 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

³ Thresholds currently applicable are:

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

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

descriptions of the proposed supply); where the value is below £2,500 and above £300 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

12. ASSETS, PROPERTIES AND ESTATES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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).
- 12.4. 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).
- 12.5. 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.

- 12.6. 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.

13. INSURANCE

- 13.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 13.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 13.3. 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.
- 13.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

14. RISK MANAGEMENT

- 14.1. 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.
- 14.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 15.1. 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.
- 15.2. 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.

* * *

© NALC 2016

Expenditure	Budget £	Actual Spend £	Difference £	Notes
Salaries / N.I.	1680	1,813.48	133.48	Payrise, working from home allw
Training Budget	500	291.71	-208.29	
Postage/Stationery / Printing	220	388.01	168.01	£148 Fridge Magnets
Community Newsletter	100	0.00	-100.00	Inc. into printing budget
Mileage / Subsistence	60	0.00	-60.00	
PC Insurance	270	253.00	-17.00	
Seats / Bins / Notice Boards	0	0.00	0.00	
Room Booking / Village Hall Rent	250	0.00	-250.00	
Grants	250	270.00	20.00	
Emergency equipment	51.16	122.26	71.10	
Public Works Loan	3141.44	3,141.44	0.00	
Subscriptions	350	318.22	-31.78	
Audit	160	403.60	243.60	Two years of payments, 1 external
Lighting SLA	275	249.72	-25.28	
Election Costs	0	0.00	0.00	
Drainage Rates	2.33	2.46	0.39	
Allotments	50	0.00	-50.00	
VAT	0	231.64	231.64	
Community Led Plan	3002	0.00	-3002.00	Invoice to pay
Entertainment	0	151.99	151.99	Queen's Birthday Celebrations
Total Expenditure	10361.93	7637.53	-2724.14	Balanced without Community Grant / VAT / Audit

Income

Precept	7209.93	
Allotments	220	
Grants / Reimbursements	309.96	Transparency Fund - Cost of Website
Donations	0	
VAT Reclaim	1,172.62	
Total Income	8912.51	

7209.93
150
3002
0
0.00
10361.93

Laxton Parish Council 2016/17

Annual Governance Statement assertions

Assertion 1: Financial management and preparation of accounting statements - We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			
To warrant a positive response to this assertion, the following processes need to be in place and effective:			
	Yes	No	Comment
<ul style="list-style-type: none"> Budgeting. The authority needs to prepare and approve a budget in a timely manner before setting a precept or rates and prior to the commencement of the financial year. It needs to monitor actual performance against its budget during the year, taking corrective action where necessary. A financial appraisal needs to be undertaken before the authority commences any significant project or enters into any long term commitments. 	X		Budget set in Nov / Dec prior to precept demand in January. Period budget monitoring through the year.
<ul style="list-style-type: none"> Accounting records and supporting documents. All authorities, including parish meetings where there is no parish council, need to appoint an officer to be responsible for the financial administration of the authority in accordance with section 151 of the Local Government Act 1972. The authority needs to have satisfied itself that its Responsible Finance Officer (RFO) has determined a system of financial controls and discharged their duties under Regulation 4 of the Accounts and Audit Regulations 2015. The RFO needs to have put in place effective procedures to accurately and promptly record all financial transactions, and maintain up to date accounting records throughout the year, together with all necessary supporting information. The accounting statements in Section 2 of the annual return need to agree to the underlying records. 	X		Accounting systems in place and open to inspection by Councillors if required.
<ul style="list-style-type: none"> Bank reconciliation. Statements reconciling each of the authority's bank accounts with its accounting records need to be prepared on a regular basis, including at the financial year-end, and reviewed by members of the authority. 	X		Reviewed periodically at meetings.
<ul style="list-style-type: none"> Investments. Arrangements need to be in place to ensure that the authority's 	X		No investments.

<p>funds are managed properly and that any amounts surplus to requirements are invested appropriately, in accordance with an approved strategy which needs to have regard to DCLG's statutory Guidance on local government investments. If total investments are to exceed £500,000 at any time during a financial year an authority needs to produce and approve an annual Investment Strategy in accordance with the DCLG guidance.</p>			
<ul style="list-style-type: none"> Statement of accounts. The authority needs to ensure that arrangements are in place to enable preparation of an accurate and timely statement of accounts in compliance with its statutory obligations and proper practices. 	X		Monitored through PC Meetings.

Assertion 2: Internal Control - We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			
In order to warrant a positive response to this assertion, the following processes need to be in place and effective:			
	Yes	No	Comment
<ul style="list-style-type: none"> Standing Orders and Financial Regulations. The authority needs to have in place standing orders and financial regulations governing how it operates. Financial regulations need to incorporate provisions for securing competition and regulating the manner in which tenders are invited. These need to be regularly reviewed, fit for purpose, and adhered to. 	X		Standing Orders in place.
<ul style="list-style-type: none"> Safe and Efficient Arrangements to Safeguard Public Money. Practical and resilient arrangements need to exist covering how the authority orders goods and services, incurs liabilities, manages debtors, makes payments and handles receipts. 	X		Separation between Orderer (clerk) and Payer (two Councillor signatures)
<ul style="list-style-type: none"> Authorities need to have in place safe and efficient arrangements to safeguard public money. Where doubt exists over what constitutes money, the presumption is that that it falls within the scope of this guidance. 	X		
<ul style="list-style-type: none"> Authorities need to review regularly the effectiveness of their arrangements to protect money. Every authority needs to arrange for the proper administration of its financial affairs and ensure that one of its officers (the RFO) has formal responsibility for those affairs (see paragraph 1.9 above). 	X		
<ul style="list-style-type: none"> Authorities need to ensure controls over money are embedded in Standing Orders and Financial Regulations. Section 150(5) of the Local Government Act 1972 required cheques or orders for payment to be signed by two elected members. Whilst this requirement has now been repealed, the 'two member signatures' control needs to remain in place until such time as the authority has put in place safe and efficient arrangements in accordance with paragraphs 1.15.4 to 1.15.7 of this guide. 	X		
<ul style="list-style-type: none"> Authorities need to approve the setting up of, and any changes to, accounts with banks or other financial institutions. Authorities also need to approve any decisions to enter into 'pooling' or 'sweep' arrangements whereby the bank periodically aggregates the authority's various balances via automatic 	X		N/A to Laxton Parish Council this year.

transfers.			
<ul style="list-style-type: none"> • If held, corporate credit card accounts need to have defined limits and be cleared monthly by direct debit from the main bank account. 	X		N/A to Laxton Parish Council
<ul style="list-style-type: none"> • The authority needs to approve every bank mandate, the list of authorised signatures for each account, the limits of authority for each account signature and any amendments to mandates. 	X		
<ul style="list-style-type: none"> • Risk assessment and internal controls need to focus on the safety of the authority's assets, particularly money. Those with direct responsibility for money need to undertake appropriate training from time to time. 	X		
<ul style="list-style-type: none"> • Employment. The remuneration payable to all employees needs to be approved in advance by the authority. In addition to having robust payroll arrangements which cover the accuracy and legitimacy of payments of salaries and wages, and associated liabilities, the authority needs to ensure that it has complied with its duties under employment legislation and has met its pension obligations. 	X		Salary approved at Full Council, Personnel Committee discharged pension duties.
<ul style="list-style-type: none"> • VAT. The authority needs to have robust arrangements in place for handling its responsibilities with regard to VAT. 	X		Reclaimed annually.
<ul style="list-style-type: none"> • Fixed Assets and Equipment. The authority's assets need to be secured, properly maintained and efficiently managed. Appropriate procedures need to be followed for any asset disposal and for the use of any resulting capital receipt. 	X		
<ul style="list-style-type: none"> • Loans and Long Term Liabilities. Authorities need to ensure that any loan or similar commitment is only entered into after the authority is satisfied that it can be afforded and that relevant approvals have been obtained. Proper arrangements need to be in place to ensure that funds are available to make repayments of capital and any associated interest and other liabilities. 	X		
<ul style="list-style-type: none"> • Review of effectiveness. Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. 	X		

Assertion 3: Compliance with laws, regulations and proper practices - We took all reasonable steps to assure ourselves that there are no matters of actual or potential noncompliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			
In order to warrant a positive response to this assertion, the following processes need to be in place and effective:	Yes	No	Comment
<ul style="list-style-type: none"> Acting within its powers. All authorities' actions are controlled by statute. Therefore, appropriate decision making processes need to be in place to ensure that all activities undertaken fall within an authority's powers to act. In particular authorities need to have robust procedures in place to prevent any decisions or payments being made that are ultra vires, i.e. that the authority does not have the lawful power to make. The exercise of legal powers needs always to be carried out reasonably. For that reason, authorities making decisions need always to understand the power(s) they are exercising in the context of their decision making. 	X		
<ul style="list-style-type: none"> General power of competence. In particular an authority seeking to exercise a general power of competence under the Localism Act 2011 needs to ensure that the power is fully understood and exercised in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. 	X		N/A to Laxton Parish Council
<ul style="list-style-type: none"> Regulations and proper practices. Procedures need to be in place to ensure that an authority's compliance with statutory regulations and applicable proper practices is regularly reviewed and that new requirements, or changes to existing ones, are reported to members and applied. Authorities need to have particular regard to the requirements of the Accounts and Audit Regulations 2015. 	X		
<ul style="list-style-type: none"> Actions during the year. An authority needs to have satisfied itself that it has not taken any decision during the year, or authorised any action, that exceeds its powers or contravenes any laws, regulations, or proper practices. 	X		

Assertion 4: Exercise of public rights - We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			
	Yes	No	Comment
In order to warrant a positive response to this assertion the authority needs to have taken the following actions in respect of the previous year's annual return:			
<ul style="list-style-type: none"> Exercise of public rights. The authority provided for the exercise of public rights set out in Sections 26 and 27 of the Local Audit and Accountability Act 2014. Part 5 of the Accounts and Audit Regulations 2015 requires the RFO to have published, including on the authority's website or other website: 	X		
<ul style="list-style-type: none"> Sections 1 and 2 of the annual return; 	X		
<ul style="list-style-type: none"> a declaration that the status of the statement of accounts is 'unaudited'; and 	X		
<ul style="list-style-type: none"> a statement that sets out details of how public rights can be exercised, as set out in Regulation 15(2)(b), which includes the period for the exercise of public rights. 	X		
<ul style="list-style-type: none"> External Auditor's Review. A notice of the conclusion of the external auditor's limited assurance review of the annual return, together with relevant accompanying information, was published (including on the authority's website or other website) in accordance with the requirements of Regulation 16 the Accounts and Audit Regulations 2015. 	X		
<ul style="list-style-type: none"> A parish meeting may meet the publication requirements by displaying the information in question in a conspicuous place in the area of the authority for at least 14 days. 	X		

Assertion 5: Risk Management - We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			
	Yes	No	Comments
In order to warrant a positive response to this assertion, the authority needs to have the following arrangements in place:			
<ul style="list-style-type: none"> Identifying and assessing risks. The authority needs to identify, assess and record risks associated with actions and decisions it has taken or considered 	X		

taking during the year that could have financial or reputational consequences.			
<ul style="list-style-type: none"> Addressing risks. Having identified, assessed and recorded the risks, the authority needs to address them by ensuring that appropriate measures are in place to mitigate and manage risk. This might include the introduction of internal controls and/or appropriate use of insurance cover. 	X		
<ul style="list-style-type: none"> Supporting information on risk management can be found in Section 5. 	X		

Assertion 6: Internal Audit - We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			
In order to warrant a positive response to this assertion, the authority needs to have taken the following actions:	Yes	No	Comments
<ul style="list-style-type: none"> Internal audit. The authority needs to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes taking into account internal auditing guidance for smaller authorities. 	X		
<ul style="list-style-type: none"> Provision of information. The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. 	X		

Assertion 7: Reports from Auditors - We took appropriate action on all matters raised in reports from internal and external audit.	Yes	No	Comment
To warrant a positive response to this assertion, the authority needs to have considered all matters brought to its attention by its external auditor and internal audit and taken corrective action as appropriate.	X		

Assertion 8: Significant events - 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 smaller authority and, where appropriate have included them in the accounting statements.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:	Yes	No	Comment
<ul style="list-style-type: none"> Significant events. The authority needs to have considered if any events that occurred during the financial year (or after the year-end), have consequences, or potential consequences, on the authority's finances. If any such events are identified, the authority then needs to determine whether the financial consequences need to be reflected in the statement of accounts. 	X		

Assertion 9: Trust Funds (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	Comment
Where a local authority acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit. This is notwithstanding the fact that the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its annual return (see paragraph 2.30 below).	X		

Alan Bravey

Clerk to Laxton Parish Council

18/04/2017

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

LAXTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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 smaller authority to conduct its business or on 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 smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has 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 smaller 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	NA
			has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Clerk:

SIGNATURE

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2016/17 for

Enter name of
smaller authority here:

LAxTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	11,514 12,879	12,879	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.
2. (+) Precept or Rates and Levies	6968	7210	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	12,829	1704	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1720	1814	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	3141	3141	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	2376	2683	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	12,879	14,155	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	12,879	14,155	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.
9. Total fixed assets plus long term investments and assets	8025	8086	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10. Total borrowings	28,538	26,565	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

A. Brown

Date

16/4/2017

I confirm that these accounting statements were approved by this smaller authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair at meeting where approval is given:

SIGNATURE

Laxton Parish Council Asset Register - March 2017

Asset	Cost	Date acquired	Location
Street furniture:			
4 Benches	2000	Various	Chapel Lane, Station Road Junction, Jubille Avenue
2 Litter Bins	504	2015	Laxton - Near Beacon and Bonfire Field
Notice Board	439	2015	Saltmarshe
Office:			
Computer - Backup	400	2006	Clerk
Laptop - Lenovo G50	308	2015	Clerk
Printer, Epson Workforce Pro	165	2015	Clerk
Filing Cabinet	60	2007	Victory Hall
Stapler	5	2015	Clerk
Book - Local Councils Explained	50	2015	Clerk
Community Assets:			
Allotment Gardens	1		Rear of Church Close, Laxton
Parish Beacon	1	2002	Station Road Junction
Emergency Equipment			
Honda 2200 Generator	365	2008	Emergency Location 1
WB20XT Water Pump	266	2008	Emergency Location 1
Input Hose	309	2008	Emergency Location 1
Output Hose	412	2008	Emergency Location 1
4 Explorer Torches	99	2008	Emergency Location 1
Sack Barrow	18	2008	Emergency Location 1
First Aid Box	8	2008	Emergency Location 1
6 Hi Vis Jackets	114.99	2015	Emergency Location 2
6 Leather Gloves	10	2015	Emergency Location 2
3 Shovels	31	2015	Emergency Location 2
4 Broom	48	2015	Emergency Location 2
Key Safe	15	2015	Emergency Location 2
Infrared dual / kerosene heater	425	2015	Emergency Location 2
2.2kw Generator (Petrol)	366	2015	Emergency Location 2
4x 700w Petrol Generator	195	2015	Emergency Location 2
1000 l/min petrol water pump	308	2015	Emergency Location 2
2x 230 volt twin 2w telescopic tr	90	2015	Emergency Location 2
230 400 LED Worklamp double	41	2015	Emergency Location 2
350 Empty Sandbags	151	2015	Emergency Location 2

Metal Shed	160	2015	Emergency Location 2
Motorola Two Way Radio	70	2015	Emergency Location 2
2 Wind Up Radios	50	2015	Emergency Location 2
6 Tonnes of Sand	280	2015	Emergency Location 2
2 Defibrillators	Leased	2015	Laxton and Saltmarsh
4 Head Torches	61.62	2016	Councillors
Allotments			
Rotorvator	185	2015	Allotment
Petrol Strimmer	75	2015	Allotment
Total	8086.61		

Laxton Parish Council Bank Reconciliation 31 March 2016

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 2017	£	£	£	£
Current Account 050439		13535.4		
Premium Account 227884		1440.51		
Petty Cash Float		40		
			15015.91	
Less				
Unpresented Cheques:				
533 - YHTRP	200.00			
534 - Competition Winner	5.00			
549 - Alan Bravey	86.85			
550 - Post Office	57.6			
551 - Alan Bravey	117.3			
552 - Alan Bravey	100			
553 - Rackham's Accountants	192			
554 - ERNLLCA	102			
			860.75	
Add				
Undeposited Cash:				
Petty Cash Overpayment	0.01			
			0	
NET BALANCES				14,155.17
Ledger				
Opening Balance		12878.75		
Add Reciepts in the Year		8913.95		
Less Payments in the Year		7637.53		
CLOSING CASH BOOK BALANCE				14155.17

Laxton Parish Council

Accounts for Payment

April 2017

Payee	Details	Total	VAT
Alan Bravey	Salary - March	86.85	0
Post Office	PAYE - March	57.60	0
ERNLLCA	Membership Fee	258.63	0
HWRCC	Community Led Plan	3152	
Ouse and Humber Drainage Board	Drainage Charges	2.72	
Total		3557.80	