

**Agenda No. 9**Saltash Town Council  
Report Date: 20/08/2018

Cover Sheet - Budget Report - July 2018

Budget Report as at 31st July 2018						
Income	Received 2017/2018	Budgeted Income 2018/2019	From/to reserve	Received YTD 2018/19	Yet to Receive	
Burial Board : St. Stephen's	£ 13,751	£ 12,000	£ -	£ 2,149	£ -	
Burial Authority : Churchtown	£ 12,836	£ 10,000	£ -	£ 4,473	£ -	
Services Committee	£ 11,784	£ 18,575	£ -	£ 9,965	-£ 8,610	
P&R Property	£ 8,903	£ 10,345	£ -	£ 3,033	-£ 7,312	
P&R General	£ 2,426	£ 3,000	£ -	£ 981	-£ 2,019	
P&R Office	£ -	£ -	£ -	£ -	£ -	
Staffing	£ -	£ -	£ -	£ -	£ -	
Total	£ 49,700	£ 53,920	£ -	£ 20,602	-£ 17,940	
Expenditure	Spend 2017/2018	Budget 2018/2019	From/to reserve	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend
Burial Board : St. Stephen's	£ 1,592	£ 6,492	£ -	£ 489	£ 6,003	£ 6,003
Burial Authority : Churchtown	£ 22,632	£ 24,807	£ -	£ 11,376	£ 13,431	£ 13,431
Services Committee	£ 70,805	£ 74,460	£ -	£ 19,230	£ 55,230	£ 55,230
P&R Property	£ 26,145	£ 34,285	£ 15,000	£ 31,141	£ 18,144	£ 18,144
P&R General	£ 92,071	£ 118,842	£ -	£ 14,243	£ 104,599	£ 104,599
P&R Office	£ 14,305	£ 20,657	£ -	£ 12,355	£ 8,302	£ 8,302
Staffing	£ 280,722	£ 357,486	£ 6,000	£ 130,951	£ 232,535	£ 232,535
Total	£ 508,273	£ 637,029	£ 21,000	£ 219,785	£ 438,244	£ 438,244
EMF expenditure	EMF b/f 2017/18	Budget 2018/2019	From/to reserve	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend
Burial Board : St. Stephen's	£ 25,640	£ 35,110	£ -	£ -	£ 60,750	£ 60,750
Burial Authority : Churchtown	£ 15,337	£ -	£ -	£ 1,207	£ 14,131	£ 14,131
Services Committee	£ 112,191	£ -	£ -	£ 9,878	£ 102,313	£ 102,313
P&R Property	£ 50,189	£ 55,000	£ -	£ 44,640	£ 60,549	£ 60,549
P&R General	£ 37,748	£ 25,000	£ -	£ 4,939	£ 57,808	£ 57,808
P&R Office	£ 3,586	£ 7,500	£ -	£ 9,269	£ 1,817	£ 1,817
Staffing	-£ 3,347	£ 53,623	£ -	£ 6,200	£ 44,076	£ 44,076
Total EMF expenditure	£ 241,344	£ 176,233	£ -	£ 76,132	£ 341,444	£ 341,444
Grand Total	£ 749,617	£ 813,262	£ 21,000	£ 295,917	£ 779,688	£ 779,688
STC Funds @ 31st July 2018				BALANCE	ESTIMATED INTEREST	MATURITY DATE
Barclays Current Account				£ 62,238		
Barclays Active Saver - 0.20%				£ 275,660		
Lloyds Current Account				£ 70		
Lloyds Investment - 12 months - 0.85%				£ 100,151	£ 851	01/02/2019
Lloyds Investment - 12 months - 0.65%				£ 100,000	£ 650	01/08/2018
Public Sector Deposit Fund - CCLA - 0.5				£ 200,000	£ -	
Total				£ 738,120	£ 1,501	

## Burial Board - St. Stephens - Budget Report - July 2018

Report Date: 20/08/2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
	<b>Income</b>								
4600	Cemetery Fees	13,751		12,000		2,149	-		
4613	Memorial Bench Income	-		-		-	-		
	<b>Total Income</b>	<b>13,751</b>		<b>12,000</b>		<b>2,149</b>	<b>-</b>	<b>-</b>	
Code	Expenditure Description	Spend 2017/18		Budget 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6100	Petrol	445		717		85	632	632	
6101	Machinery Maintenance Costs	288		1,024		-	1,024	1,024	
6102	Refuse Disposal Sacks			174		-	174	174	
6103	Health & Safety	-		256		-	256	256	
6104	General Site Maintenance	458		922		44	878	878	
6105	Fire Extinguishers	-		102		-	102	102	
6106	Miscellaneous Costs	-		174		-	174	174	
6107	Hand Tool Costs	-		51		-	51	51	
6108	Tree Survey & Tree Maintenance	400		3,072		360	2,712	2,712	
6109	Memorial Bench (Expenditure)	-		-		-	-	-	
	<b>Total Expenditure</b>	<b>1,592</b>		<b>6,492</b>		<b>489</b>	<b>6,003</b>	<b>6,003</b>	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Funds Available to date	Funds Available after Planned Spend	Comments
6170	EMF Repairs to Cemetery Wall	230	24,890	35,110			60,000	60,000	£20,000 (Cemetery Wall)
6172	EMF War Memorial (St. Stephens)	-	750	-		-	750	750	
	<b>Total EMFs</b>	<b>230</b>	<b>25,640</b>	<b>35,110</b>	<b>-</b>	<b>-</b>	<b>60,750</b>	<b>60,750</b>	
	<b>Grand Total</b>	<b>1,822</b>	<b>25,640</b>	<b>41,602</b>	<b>-</b>	<b>489</b>	<b>66,753</b>	<b>66,753</b>	

Burial Authority - Churchtown - Budget Report - July 2018

Report Date: 20/08/2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/18		Received YTD 2018/18	Yet to Receive		Comments
	<b>Income</b>								
4612	Cemetery Fees	12,836		10,000		4,473	-		
4614	Memorial Bench Income	-		-		-	-		
	<b>Total Income</b>	<b>12,836</b>		<b>10,000</b>		<b>4,473</b>	<b>-</b>		
Code	Expenditure Description	Spend 2017/18		Budget 2018/18		Actual Spend YTD 2018/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6000	Petrol	10		307		129	178	178	
6001	Machinery Maintenance Costs	519		307		12	295	295	
6002	Refuse Disposal Sacks	94		51		-	51	51	
6003	Health & Safety			102		36	67	67	
6004	General Site Maintenance	68		1,024		226	799	799	
6005	Fire Extinguishers			51		-	51	51	
6006	Miscellaneous Costs	33		102		21	82	82	
6007	Hand Tools Costs	55		102		109	6	6	
6008	Tree Survey & Tree Maintenance	70		666		-	666	666	
6009	Electricity Costs	252		256		76	180	180	
6010	PWLB Loan Repayment & Interest	21,385		21,385		10,692	10,693	10,693	
6011	Water	-		307		-	307	307	
6012	Memorial Bench (Expenditure)	-		-		-	-	-	
6013	Security Alarm Maintenance	147		145		75	70	70	
	<b>Total Expenditure</b>	<b>22,832</b>		<b>24,807</b>		<b>11,378</b>	<b>13,431</b>	<b>13,431</b>	
Code	Ear Marked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/18	From/to reserve 2018/18	Actual Spend YTD 2018/18	Funds Available to date	Funds Available after Planned Spend	
6070	EMF Churchtown Cemetery Capital Works		6,495	-		952	5,543	5,543	Including Churchtown Water Pipe Brackets Work (£1500) Compound Gates (£5000)
6071	EMF Replace Machinery & Equipment	46	6,913		-		6,913	6,913	
6072	EMF Burial Administration	181	1,929	-	-	255	1,674	1,674	
	<b>Total EMFs</b>	<b>227</b>	<b>15,337</b>	<b>-</b>	<b>-</b>	<b>1,207</b>	<b>14,131</b>	<b>14,131</b>	
	<b>Grand Totals</b>	<b>22,868</b>	<b>15,337</b>	<b>24,807</b>	<b>-</b>	<b>12,582</b>	<b>27,562</b>	<b>27,562</b>	

Saltash Town Council

Services Committee – Budget Report – July 2018

Code	Income Description	Received 2017/18	Budgeted Income 2018/19		Received YTD 26/08/18	YTD to Receive		Comments	
4500	Alotment Income	2,745	2,500		-	2,500			
4510	Public Footpath Grant	1,117	1,000		-	1,000			
4311	Miscellaneous Income	594	75		205	130			
4521	Waterfront Income - Annual Mooring Fees	5,001	14,000		7,235	5,765			
4522	Waterfront Income - Daily Mooring Fees	1,027	1,000		2,525	1,525			
	Total Income	11,784	18,575		9,865	8,710			
Code	Expenditure Description	Spent 2017/18	Budget 2018/19	Provisional reserve 2018/19	Actual Spend YTD 26/08/18	Actual Funds Available to date	Funds Available after Planned Expend	Comments	
6500	Environment	-	3,000		-	3,000	3,000		
6501	Highways Weed Control	-	3,500		2,153	1,347	1,347		
6502	Civic Christmas Event	-	500		-	500	500		
6503	Alotments	627	1,600		167	1,433	1,433		
6504	Street Furniture (Maintenance)	1,093	3,000		542	2,458	2,458		
6505	Street Lighting	329	550		59	491	491		
6506	Grounds Maintenance & Watering	20,645	23,000		8,024	14,976	14,976		
6507	Community Toilet Scheme	-	600		400	400	400		
6508	Public Toilets (Operational Costs)	27,372	15,000		4,742	10,258	10,258		
6509	Miscellaneous	59	100		24	75	75		
6510	Trailer (Repair & Maintenance)	-	500		-	500	500		
6511	Tourism & Signage	370	1,000		50	950	950		
6512	Bus Shelters (Maintenance)	-	600		-	500	500		
6513	Tennings	-	110		55	45	45		
6514	Town Leaflets/Printing	-	500		-	500	500		
6515	Festive Lights Maintenance & Electricity	492	1,500		53	1,553	1,553		
6516	Road Safety Grant	-	200		-	200	200		
6517	Cross & Elwell Woods (Maintenance)	590	1,000		412	588	588		
6518	Highways Training & Equipment	-	1,000		-	1,000	1,000		
6519	Fags & Bunting	661	1,000		166	834	834		
6520	Community Feedback Scheme	2,367	-		-	-	-		
6521	Pilmane Estate (Maintenance)	1,611	5,000		563	5,417	5,417		
6522	Waterfront (Maintenance Costs)	2,306	5,000		622	4,178	4,178		
6523	Public Footpaths & Bridleways	-	1,000		-	1,000	1,000		
6524	Vehicle Maintenance and Repair Costs	10,524	4,000		1,065	2,935	2,935		
	Total Expenditure	70,898	74,460	-	19,230	55,230	55,230		
Code	Recreation Reserve (EMF)	Spent 2017/2018	Balance 2018/19	Budget 2018/19	Provisional reserve 2018/19	Spent YTD 2018/18	Actual Funds Available to date	Funds Available after Planned Expend	Comments
6570	EMF Notice Boards (Repair & Replace)	445	1,542	-	-	-	1,542	1,542	
6571	EMF Saltash Recreation Areas	-	10,000	-	-	2,650	7,350	7,350	
6572	EMF Festive Lights	10,900	24,972	-	-	-	24,972	24,972	
6573	EMF Public Art and Maintenance	5,413	1,813	-	-	5	1,813	1,813	
6574	EMF Ball Site	-	9,422	-	-	-	9,422	9,422	
6575	EMF Street Furniture (New and Replace)	508	4,482	-	-	1,623	2,859	2,859	
6576	EMF Disused Toilets Repairs/MS	-	1,000	-	-	-	1,000	1,000	
6577	EMF Pilmane Estate (Capital Works)	5,679	9,371	-	-	180	9,191	9,191	
6578	EMF Waterfront Capital Works, Equipment & Machinery	13,431	37,470	-	-	4,573	32,897	32,897	EMF (Consolidary CHS/TS)
6579	EMF Bus Shelter Installation	-	-	-	-	-	-	-	
6580	EMF Public Toilets	738	9,728	-	-	545	8,990	8,990	
6582	EMF Town War Memorial	22	1,276	-	-	-	1,276	1,276	
	Total EMF	37,133	112,191	-	-	8,878	102,313	102,313	
	Grand Total	107,938	112,191	74,460	-	29,108	157,542	157,542	

Report Date: 30/06/2018

P&amp;R Property - Budget Report - July 2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Yet to Receive		Comments
4200	Guildhall - Bookings	8,626		10,000		2,781	- 7,219		
4201	Guildhall - Refreshments Income	201		250		101	- 149		
4202	Guildhall - Piano Bookings	10		20		-	- 20		
4204	Guildhall - Photocopying Income	66		75		-	- 75		
4206	Miscellaneous Property Income (Trailer)			-		151	151		
	<b>Total Income</b>	<b>8,903</b>	<b>-</b>	<b>10,345</b>		<b>3,033</b>	<b>- 7,312</b>		
Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6400	Rates - Guildhall	7,387		7,888		8,179	- 191	- 191	
6401	Water Rates - Guildhall	588		973		111	881	881	
6402	Gas - Guildhall	2,858		3,174		347	2,828	2,828	
6403	Electricity - Guildhall	4,421		4,710		1,366	3,345	3,345	
6404	Fire & Security Alarm - Guildhall	711		1,024		-	1,024	1,024	
6405	Fire Extinguishers - Guildhall	544		788		166	622	622	
6406	Window Cleaning - Guildhall	465		614		135	479	479	
6407	Refuse Collection - Guildhall	722		1,024		285	739	739	
6408	Cleaning Materials & Equipment - Guildhall	789		668		258	408	408	
6409	Boiler Service & Maintenance	-		2,150		-	2,150	2,150	
6410	General Repairs & Maintenance	680		666		-	666	666	
6411	TV License	123		154		-	154	154	
6412	Lift Service & Maintenance	2,041		2,253		888	1,385	1,385	
6413	Refreshments Costs - Guildhall	194		358		78	281	281	
6414	Replace Equipment - Guildhall	222		1,638		7	1,631	1,631	
6415	Miscellaneous Property Costs - Guildhall	143		568		234	334	334	
6416	Maurice Huggins Room (Operational Costs)	1,151		1,536		240	1,776	1,776	
6417	Belle Vue Office Costs	3,075		4,000		1,230	2,770	2,770	
6418	Professional Costs					420	- 420	- 420	
6419	Longstone Depot	307			15,000	17,697	- 2,697	- 2,697	
	<b>Total Expenditure</b>	<b>28,145</b>	<b>-</b>	<b>34,283</b>	<b>15,000</b>	<b>31,141</b>	<b>18,144</b>	<b>18,144</b>	<b>-</b>
Code	Embedded Reserves (EMF)	Spend 2018/2017	Balance B/F	Budget 2017/18	From/to reserve 2017/18	Spend YTD 2017/18	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6470	EMF Guildhall maintenance	37,876	12,208	20,000		22,971	9,327	9,327	£28,390 (5 yr Repair Programme Figures) (Grand Equipment) £9000
6471	EMF Heritage Centre	420	23,801	- 16,801		-	7,000	7,000	
6472	EMF Maurice Huggins Room	-	1,284	16,801		-	18,085	18,085	
6473	EMF Station Building (Purchase & Capital Works)	178,224	12,806	25,000		21,669	16,137	16,137	
6474	EMF Saltash Library	-	-	10,000		-	10,000	10,000	
	<b>Total EMF</b>	<b>216,520</b>	<b>50,189</b>	<b>55,000</b>	<b>-</b>	<b>44,640</b>	<b>60,549</b>	<b>60,549</b>	<b>-</b>
	<b>Grand Total</b>	<b>242,665</b>	<b>50,189</b>	<b>89,283</b>	<b>15,000</b>	<b>75,781</b>	<b>78,693</b>	<b>78,693</b>	



Report Date: 28/08/2018

P&amp;R Committee - Budget Report - July 2018

Code	Income Description	Received 2017/18		Budgeted Income 2018/19		Received YTD 2018/19	Tot to Receive		Comments
4001	Bank Interest Received	2,426		3,000		581	-	2,019	
4005	P & R Miscellaneous Income	-		-		-	-	-	
	<b>Total Income</b>	<b>2,426</b>		<b>3,000</b>		<b>581</b>	<b>-</b>	<b>2,019</b>	
Code	Expenditure Description	Spend 2017/18		Budget 2018/19	Proviso reserve 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6200	Bank Charges	899		1,000		290	710	710	
6201	Audit	3,239		3,200		-	5,198	5,198	Actuals
6202	Civic Occasions (including Road Closures)	1,869		4,805		404	4,114	4,114	
6203	Mayors Allowance	4,800		4,800		1,296	3,344	3,344	
6204	Councillors Allowance	2,862		3,265		-	3,265	3,265	£294 per Councillor
6205	Insurance	11,815		26,000		6,305	15,695	15,695	
6206	Youth Council	3,000		3,000		3,000	-	-	
6208	Subscriptions	2,975		3,500		3,015	485	485	
6209	Oyster Beds	1		1		-	1	1	
6210	Community Chest	5,690		7,500		1,900	5,600	5,600	
6211	Website Maintenance	150		543		45	498	498	
6212	Councillor Expenses	-		543		-	543	543	
6213	Councillor Training	180		2,000		30	1,970	1,970	
6214	Health & Safety	2,712		4,250		3,431	819	819	
6215	Annual Report	-		430		-	430	430	
6216	Miscellaneous	160		100		80	22	22	
6217	Data Protection	35		45		95	49	49	
6218	Mayors Badges	7		47		-	47	47	
6219	Local Council Award Scheme	-		205		-	205	205	
6220	Festival Fund & Event Expenditure	9,345		10,905		3,100	7,805	7,805	
6221	Town Messenger	3,000		4,095		1,200	2,895	2,895	
6222	Commissioning Youth Work	40,000		40,000		-	50,000	50,000	
	<b>Total Expenditure</b>	<b>62,071</b>		<b>118,642</b>		<b>14,243</b>	<b>104,599</b>	<b>104,599</b>	
Code	earmarked Reserves (EMF)	Spend 2017/2018	Balance Bf	Budget 2018/19	Proviso reserve 2018/19	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6270	EMF Crime Reduction	-	6,950	10,000	-	-	16,950	16,950	
6271	EMF Election	22,863	5,300	10,000	-	-	15,300	15,300	
6272	EMF Robes & Civic Regalia	985	4,671	5,000	-	3,269	6,402	6,402	Replace Mayors Robe & Hat
6273	EMF Legal Fees	1,728	4,273	-	-	-	4,273	4,273	
6274	EMF Internet Redevelopment	-	2,025	-	-	-	2,025	2,025	
6275	EMF Neighbourhood Plan	6,873	6,054	-	-	1,870	6,384	6,384	
6276	EMF Support/Promote Public Transport	1,145	6,475	-	-	-	6,475	6,475	
	<b>Total EMF</b>	<b>33,598</b>	<b>37,748</b>	<b>25,000</b>	<b>-</b>	<b>4,939</b>	<b>57,806</b>	<b>57,806</b>	
	<b>Grand Total</b>	<b>125,667</b>	<b>37,748</b>	<b>143,642</b>	<b>-</b>	<b>19,183</b>	<b>162,407</b>	<b>162,407</b>	

Report Date: 20/08/2018

Code	Expenditure Description	Spend 2017/18		Budget 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6300	Telephone	719		973		159	814	814	
6301	Stationery/Postage/Printing	3,000		2,693		1,089	1,604	1,604	
6302	Office & IT Equipment	639		3,430		4,549	- 1,119	- 1,119	
6303	Copier Maintenance	3,815		5,100		1,429	3,671	3,671	
6304	Broadband	949		461		272	189	189	
6305	SAGE Accounts	2,316		4,000		2,575	1,425	1,425	
6306	IT Maintenance	2,867		4,000		2,282	1,718	1,718	
6307	Miscellaneous	-		-		-	-	-	
	<b>Total Expenditure</b>	<b>14,305</b>		<b>20,657</b>		<b>12,355</b>	<b>8,302</b>	<b>8,302</b>	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19	Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	
6370	EMF Computer Equipment Renewal	675	3,586	7,500	-	9,269	1,817	1,817	New Server (£6500) New Computers (£4500)
	<b>Total EMF</b>	<b>675</b>	<b>3,586</b>	<b>7,500</b>	<b>-</b>	<b>9,269</b>	<b>1,817</b>	<b>1,817</b>	
	<b>Grand Total</b>	<b>14,980</b>	<b>3,586</b>	<b>28,157</b>		<b>21,624</b>	<b>10,120</b>	<b>10,120</b>	

Report Date: 20/08/2018

Code	Expenditure Description	Spend 2017/18		Budget 2018/19	From/to reserve 2018/19	Budget YTD 2018/19	Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
	Guildhall Admin Costs	150,601		151,857	-	50,619	59,605	92,252	92,252	
	Guildhall Caretaking Costs	19,110		34,762	-	11,587	6,675	28,087	28,087	
	Grounds & Premises Staff Costs	22,552		23,056	-	7,685	7,947	15,109	15,109	
	Cemetery Staff Costs	21,549		39,958	-	13,319	12,973	26,985	26,985	
	Town & Waterfront Staff Costs	48,501		73,686	-	24,562	29,229	44,457	44,457	
	Cleaning Staff Costs	-	-	13,276	-	4,425	3,882	9,394	9,394	
6650	Staff Parking Space	284		325			292	33	33	
6651	Staff Insurance	177		700		58.33	624	76	76	
6652	Employers Pension - Monthly Fee	3,900		4,600		383.33	1,536	3,064	3,064	
6653	Grounds & Premises Staff - Clothing	631		540		45.00	847	- 307	- 307	
6654	Grounds & Premises Staff - Mobile Phones	638		750		62.50	390	360	360	
6655	Staff Travelling Expenses	776		1,090		90.83	425	665	665	
6656	Staff Training	3,191		2,170	6,000	680.83	4,208	3,962	3,962	
6657	Staff Recruitment Advertising	3,401		4,000		333.33	1,203	2,797	2,797	
6658	Miscellaneous Staffing Expenditure	215		-		-	-	-	-	
6659	Town Sergeant & Mace Bearer Fees	537		735		61.25	94	641	641	
6660	Town Crier Competition Fund	-		200		16.67	-	200	200	
6661	Finance Consultancy Fees	4,560		5,780		481.67	1,020	4,760	4,760	
	Revenue Expenditure	280,723		367,488	8,000	114,412	130,861	232,636	232,636	
Code	Earmarked Reserves (EMF)	Spend 2017/2018	Balance B/F	Budget 2018/19	From/to reserve 2018/19		Actual Spend YTD 2018/19	Actual Funds Available to date	Funds Available after Planned Spend	Comments
6680	EMF Staff contingency reserve	11,058	- 3,347	53,623		-	6,200	44,076	44,076	
	Total EMFs	11,058	- 3,347	53,623	-	-	6,200	44,076	44,076	
	Grand Totals	291,781	- 3,347	411,108	8,000	114,412	137,160	276,811	276,811	



Date: 28.08.18.

### **Agenda No. 10**

#### **10. To receive a report on investments**

- £200,000 with Public Sector Deposit Fund
- £275,660 with Barclays Active Saver. (Interest Rate 0.20%)
- £100,650 with nationwide on a 95 Days' Notice. (Interest Rate 1%, estimated interest £1,000 after a year)
- £100,151 with Lloyds Bank due to mature on 1<sup>st</sup> February 2019. (Interest Rate 0.85% £851)

I reviewed the council's investments in July and in view of the statutory contingency policy, I reinvested the £100,650 with delegated authority in consultation with the Chairman of P&R & Town Clerk from Lloyds to Nationwide in a 95 days' saver account. This therefore keeps six months operating costs minimum statutory contingency in easy access accounts and spreading the financial risk by investing the funds with at least four high credit rating financial providers.

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### **Agenda No. 11**

#### **11. VAT**

VAT Return was submitted for the period 01/04/18 – 31/07/18 and we have now received the VAT refund. Our next VAT Return is due on 7<sup>th</sup> November 2018 for the period 01/07/2018 – 30/09/2018.

### **Agenda No. 15**

#### **15. VAT Consultants**

Our VAT consultants (DCK Accounting) visited in July and are reviewing our VAT partial exemption for 2017-18. They also produced a report for the council on VAT implications for upcoming projects e.g. Taking over the Saltash Town Library, Station Building, etc. This report is private & confidential and has already been circulated to members.

Date: 28.08.18.

**Agenda No. 17**



# **Saltash Town Council**

## **Konsel An Dre Essa**

### **Financial Regulations**

Date: 28.08.18.

## SALTASH TOWN COUNCIL FINANCIAL REGULATIONS

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Date: 28.08.18.

**These Financial Regulations were adopted by the Council at its Meeting held 8<sup>th</sup> January 2015**

## **1. GENERAL**

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

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

Revised Financial Regulations Approved 7/4/16  
Minor text amendment 12.1h 30/05/17  
Updated April 2018 P and R.

To be approved by P and R September 2018

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1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations<sup>2</sup>.

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;

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<sup>2</sup> In England - Accounts and Audit (England) Regulations 2011/817

In Wales - Accounts and Audit (Wales) Regulations 2005/368

Revised Financial Regulations Approved 7/4/16

Minor text amendment 12.1h 30/05/17

Updated April 2018 P and R.

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- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (Council Tax Requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
  - approve any grant or a single commitment in excess of **£1,000** and
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC)

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## 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, the Chairman of Policy and Resources and Town Clerk shall be appointed to verify bank reconciliations (for all accounts) produced by the FO. The Chairman and Town Clerk 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 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:
  - appointed every 3 years;
  - be competent and independent of the financial operations of the council and declare such by a written statement on an annual basis;
  - 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.

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- 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.
- 2.11. The council will periodically review its internal day to day controls and procedures.

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

- 3.1. Each committee 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 Policy and Resources Committee not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than January 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 Policy and Resources Committee.
- 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 statutory contingency budget shall be a minimum of six months and a maximum of 12 months operating costs.**

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- 3.5. The statutory contingency budget of a minimum of six months operating costs and a maximum of twelve months operating costs of the Council shall be related and available from the statutory contingency, EMF's and capital works arising from devolved assets and services.
- 3.6. 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 February 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.
- 3.7. 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 via tender for all items over £50,000
- the council for all items over £10,000;
- a duly delegated committee of the council for items up to £10,000;
- a duly delegated sub-committee for items up to £5,000
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items up to £5000.

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. The FO to conduct regular checks to ensure all expenditure is within the powers of the council to undertake;
- 4.4. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

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- 4.5. The salary budgets are to be reviewed at least annually in September by the Staffing Committee 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.
- 4.6. 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 **£1000**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.7. 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.
- 4.8. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.9. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of **£100 or 15%** of the budget.
- 4.10. 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 monthly schedule of payments made forming part of the Agenda for Full Council and present the schedule to council. The council shall review the schedule for compliance and having satisfied itself shall authorise by a resolution of the council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting. 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.



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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO, Finance Officer and two councillors 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 Finance Officer shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The Finance Officer shall take all steps to pay all invoices submitted, and which are in order.
- 5.5. The Clerk and Finance Officer 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 Finance Officer 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 provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Finance Officer 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. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of **£1,000** shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to

Revised Financial Regulations Approved 7/4/16

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authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

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

## **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 shall be signed by two members of council and countersigned by the Clerk and Financial Officer in accordance with a resolution relating to that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction 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 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**

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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 the council credit card or internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Any Credit/Debit Card issued for use will be specifically restricted to a limit of **£4000** to be paid off in full each month.  
The card only be used for corporate procurement and no personal use.  
The authorisation to use the card is delegated to the Chairman, Vice Chairman of Policy and Resources and the Clerk.

A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

Any corporate credit card or trade card account opened by the council will be specifically restricted to

- A limit of **£1000** expenditure activity to be paid off in full each month.
- The accounts only be used for corporate procurement and no personal use.
- The authorisation to use the corporate credit card be delegated to the Chairman, Vice Chairman of Policy and Resources and the Clerk.

Personal credit or debit cards of members or staff shall not be used under any circumstances.

- 6.12. 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 retained in a sealed dated envelope in the safe. 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.

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- 6.13. 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.
- 6.14. 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.
- 6.15. 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.
- 6.16. Where internet banking arrangements are made with any bank, the Finance Officer 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.
- 6.17. 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.
- 6.18. Supplier bank details used for electronic payments are particularly vulnerable to fraud or error and it is therefore essential that the following procedure is followed to carry out any changes.

Any requests for change to supplier bank details for payments must be received by written hard copy notification from the supplier.

The written hard copy notification from the supplier must be authenticated and confirmed by further email communication with the supplier.

The written hard copy notification from the supplier and the email authentication and confirmation must be signed by a councillor and the Town Clerk prior to any change being made to the supplier bank details.

The Chairman or Vice Chairman of Policy and Resources will check and sign off standing data of all suppliers bank details on a monthly basis when signing the bank reconciliations.



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- 6.19. The Finance Officer may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the FO with a claim for reimbursement.
- a) The FO shall maintain a petty cash float of **£300** 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. The Clerk and Chairman of Policy and Resources will conduct regular checks to ensure that PAYE and VAT regulations have been followed.
- 7.3. 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.
- 7.4. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.5. 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



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- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.6. 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.
- 7.7. An effective system of personal performance management should be maintained for the senior officers.
- 7.8. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.9. 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. 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.
- 8.4. 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.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. 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

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accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## 9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

## 10. PROCUREMENT

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10.1 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2015 including thresholds shall be followed:

- Up to **£25,000** Requirements in the councils standing orders and financial standing orders.
- Over **£25,000** Use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015.
- Over **£181,302 or £4,551,413** Other detailed and complex requirements in the 2018 Regulations.

## 11. ORDERS FOR WORK, GOODS AND SERVICES

- 11.1. 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.
- 11.2. Order books shall be controlled by the RFO.
- 11.3. 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 (l) below.
- 11.4. A member may not issue an official order or make any contract on behalf of the council.
- 11.5. The Finance Officer 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 Finance Officer 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.

## 12. CONTRACTS

- 12.1. 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

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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 it is intended to enter into a contract exceeding £50,000 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 shall invite tenders from at least three firms to be taken from an appropriate approved list.
- c. 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.
- d. 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 or secure email address (which account has access restricted to the Office Manager and Administration Officer) until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or a member of staff in the presence of at least one member of council. Tenders received in the secure email account will be opened by either the Office Manager or Administration Officer in the presence of the Town Clerk and at least one member of the council.

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- f. If less than three tenders are received for contracts **above £50,000** or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. **Any invitation to tender issued under this regulation shall refer to the Anti-Bribery Policy Statement and Anti-Fraud and Corruption Strategy.**
- h. When it is intended to enter into a contract of less than **£50,000 and above £5000** 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 FO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below **£5000** the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (ii) 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.

### **13. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

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

### **14. STORES AND EQUIPMENT**



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

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

- 15.1. 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.
- 15.2. No tangible moveable property shall be purchased or otherwise acquired 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 **£1000**.
- 15.3. No tangible moveable property shall be 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**.
- 15.4. 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).
- 15.5. 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).

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- 15.6. Subject only to the limit set in Reg. 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.
- 15.7. 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.

#### 16. **INSURANCE**

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

#### 17. **CHARITIES**

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

#### 18. **RISK MANAGEMENT**

- 18.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the FO and **Senior Policy & Data Compliance Monitoring Officer** shall prepare, for approval by the council, risk management policy statements in respect of all activities of the

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**council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.**

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

## 19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. 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 with the FO and **Senior Policy & Data Compliance Monitoring Officer** to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 19.2. 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.

### Notes to the Model.

Stated dates or months may be changed to suit local circumstances.

[square brackets] This part may be deleted if not relevant. An alternative may have been provided.

Where the word "regularly" is used in the text it is for the individual council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in square brackets in [...] any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the council and should be reviewed regularly and confirmed annually by the council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by council but, normally shall be based on the list maintained by the District Council for such works.

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Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot accept responsibility for errors,

Date	Minute	Amendment
08/2018	--/18/19	12. Amendment to contract values 18. Addition of member of staff 19. Addition of member of staff

omissions and changes to information subsequent to publication.

## Amendments

Date: 28.08.18.

**Agenda No. 18**

# Saltash Town Council



Policy/Procedure:

Scheme of Delegation

Date of Adoption:

This is a Policy or Procedure document of Saltash Town Council to be followed by both Councillors and employees.

Current Status			
Version		Approved by	
Date		Date of approval	
Responsible Officer		Minute reference	
Responsible Committee		Review date	

Version History			
Date	Version	Author/Editor	Comments

Review Record				
Date	Type of Review	Date of completion	Summary actions of	Completed by



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### **Saltash Town Council Scheme of Delegation**

1. This scheme of delegation supersedes any extant permanent delegated authorities except where specified, and voids any such delegated authorities not referred to. No future permanent delegated authority shall be valid unless referred to in this scheme.
2. None of the authorities or limitations below should be taken as preventing the exercise of duties or authority clearly laid out in the Town Clerk's job description (for example as Line Manager)
3. Temporary delegations of authority to accomplish a particular task do not fall within the purview of this scheme: existing such temporary delegations stand, and further such temporary delegations may be agreed without amending this scheme
4. This scheme shall lapse after the 1<sup>st</sup> full meeting of the council following each set of Town Council Elections commencing in May 2013, unless re-approved by the council with or without amendments.
5. Any reference to the Town Clerk in these documents will apply to the **Office Manager** if and only if:
  - a. The Town Clerk is not reasonably contactable due to leave, illness etc. **AND**
  - b. The matter is of sufficient urgency that it cannot be reasonably delayed until the return of the Town Clerk.

### **Section A Financial**

The Clerk shall have sole delegated authority to:

- a. maintain and defray a petty cash float to a limit of £300 for the purpose of defraying operational and other expenses, in line with **Financial Regulation 6.19a;**
- b. incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000, in line with **Financial Regulation 4.6.** The Clerk shall report the action to the appropriate Committee **Chairman and Committee** as soon as practicable thereafter. Where expenditure required cannot be met from savings made elsewhere within that

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Committee's approved budget, it shall be subject to the provisions of a **budget head** approved by the Policy and Resources Committee or the Council;

- c. carry out the dispersal of Section 106 Money held by the Council, when authorised according to procedures already agreed by the Council.

The Town Clerk shall have delegated authority himself **and delegated authority to authorise members of staff** to disperse other monies with the authority of Full Council, or otherwise under the following restrictions:

- d. If within budget up to £5000 with the approval of the appropriate Committee Chairman, or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor. Approval may be verbally or by email initially, with a later signature.

However, in the case of the P&R (Office) budget, no such approval will be necessary.

- e. If within budget, up to £10,000 only where that item has been resolved by the relevant Committee, and with the approval of the appropriate Committee Chairman or in their absence that of the Committee Vice Chairman, Mayor or Deputy Mayor.
- f. Monies over £10,000 or not within budget only where that item has been resolved by Full Council, with an agreed spend or maximum spend.

Items spent under d. or e. will be reported back to the following meeting of the relevant committee

- g. The Town Clerk shall have delegated authority and delegated authority to authorise members of staff with the agreement of the Chairman of P&R, or in their absence that of the Vice Chairman of P & R, Mayor or Deputy Mayor, to use the Town Credit Card, where the expenditures in question are otherwise acceptable under council regulations and where necessary for the efficient running of the council and for best value. However in no case may this be used for individual expenses to be reclaimed, or in excess of the credit limit agreed by full council.

#### **Section B Staffing**

- a. All matters detailed in adopted staffing policies of the council shall be taken as being encompassed with this scheme of delegation. For example, but not limited to:

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- i. The Clerk's authority to appoint staff where carried out in line with policy.
  - ii. Resolution of grievance and disciplinary matters.
  - iii. The authorisation of discretionary leave.
  - iv. Appraisal and exit interviews etc.
- b. Furthermore the following functions shall be delegated to the Staffing Committee:
  - i. The line management of the Town Clerk (with the Chairman, or Vice Chairman if his absence, dealing with routine issues)
  - ii. The confirmation of progression along pay scales, and successful completion of probationary periods (recommendation not to progress staff or to approve completion of probation shall be recommended to full council).

### Section C Other

1. The Clerk shall have sole delegated authority to:
  - a. exercise overall responsibility for Health and Safety;
  - b. have fly-posters removed from STC land, or from Cornwall Council land having checked that they do not have authority to be there;
  - c. waive charges for Guildhall room hire;
  - d. approve or reject links for display on the STC website, and items for display on the STC noticeboards;
  - e. Approve the use of the town's modern logo, in accordance with the principles outlined in the relevant policy.
2. The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, to:
  - a. make any temporary arrangements necessary for the good running of the council not falling under the clerk's day to day exercise of duties, where they incur no expenditure, or the expenditure falls under the other delegated powers. These shall be reported back to the appropriate committee or full council as soon as possible where they may recommend that they be made permanent or halted if appropriate, or else 'noted'.
  - b. commence the election or co-option procedure for vacancies in the town council in accordance with legislation and council procedures.

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3. The Town Clerk shall have delegated authority in consultation with the Mayor, or in his absence the Deputy Mayor, and the Chairman of P&R, or in his absence the Vice Chairman, to
  - a. decline bookings for the Guildhall where they consider them inappropriate, or where they are for purposes that might be perceived as prejudicing the neutrality of the town council on future developments.
4. The Town Clerk shall have delegated authority with the agreement with the Mayor or appropriate Committee Chairman, or in their respective absence the Committee Vice Chairman or Deputy Mayor to:
  - b. send out Press Releases. In all cases the Mayor, or in their absence the Deputy Mayor, must either directly approve the release, or be sent a copy of the release at least 24 hours before it goes out in order to give them chance to object if necessary. No Press Release may be sent out under this authority if the Mayor or Deputy Mayor does object: in that instance they must be authorised by Full Council.

Note: Power C/3a shall also apply to the Chairmen/Vice of the Neighbourhood Plan steering group, and any other sub-committee or working group of the council granted this power by full council. However other delegated powers to committees do not automatically apply.

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**Agenda No. 19**



# **Saltash Town Council**

## **Standing Orders**

# **2018**



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## **1. General Principles**

- i. These Standing Orders apply to the meetings and actions of Saltash Town Council, and to its Committees and Sub Committees and supersede as and when required any delegated authorities as required and as may be in place from time to time.
- ii. Nothing within these Standing Orders may be taken as having precedence over relevant legislation and in particular the relevant provisions of the Local Government Act, 1972 Schedule 12, Part IV.
- iii. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- iv. A motion to add to, vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least six (6) councillors to be given to the Proper Officer in accordance with Standing Order 10.
- v. Any variation or amendment to these Standing Orders, including their Appendices, will not come into force until they have been adopted by resolution passed by a two-thirds majority of the full Council, having given one month's notice of the agreed changes.
- vi. A printed copy of these Standing Orders and their Appendices shall be kept by the Proper Officer and shall be available for inspection by any member of the Public and made available on the Council website. An electronic or printed copy of the Standing Orders shall be given to each member of the Council by the Clerk as soon as possible following the member's Declaration of Acceptance of Office, and a printed or electronic copy, as requested, of the Standing Orders and their Appendices be given to all Members by the Clerk on request.
- vii. The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- viii. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

## **2. Meetings generally**

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.

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- b. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. 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. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend at that point identified on the agenda for public participation.
- e. The period of time designated for public participation at a meeting in accordance with standing order 2(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f. Subject to standing order 2(e) above, a member of the public shall not speak for more than 3 minutes.
- g. In accordance with standing order 2(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. Any member of the public requiring to put a question to the Council must do so 24 hours prior to the meeting by writing or email [enquiries@saltash.gov.uk](mailto:enquiries@saltash.gov.uk)**
- i. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- l. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Mayor of the Council may in his absence be done by, to or before the Deputy Mayor of the Council.
- m. The Mayor, if present, shall preside at a meeting. If the Mayor is absent from a meeting, the Deputy Mayor, if present, shall preside. If both the Mayor and the Deputy Mayor are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.


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- n. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- o. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
- p. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving to the vote and will be taken in alphabetical order of those present at the meeting and voting.
- q. The minutes of a meeting shall include an accurate record of the following:
- the time and place of the meeting;
  - the names of councillors present and absent;
  - interests that have been declared by councillors and non-councillors with voting rights;
  - the grant of dispensations (if any) to councillors with voting rights
  - whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - if there was a public participation session; and
  - the resolutions made.
- r. A councillor (or a non-councillor) with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in the matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- s. No business may be transacted at a meeting unless at least 6 (six) members of the council are present, being one-third of the whole number of members of the council. The Terms of Reference for each standing committee will define its quorum which in no case be less than three (3).
- t. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- u. A meeting shall not exceed a period of 2 ½ hours.

### 3. Rules of debate at meetings

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NALC MODEL STANDING ORDERS  
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NALC MODEL STANDING ORDERS  
2018 P10 u - legal and statutory  
requirement

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RL



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- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 3(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

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- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- 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 other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - vi. to amend the motion;
  - vii. to proceed to the next business
  - viii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 3(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

#### **4. Disorderly conduct at meetings**

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- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 4(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 5. Committees and sub-committees

- a Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council has established Terms of Reference for the governance of its committees which are attached as an appendix to these Standing Orders. They confirm the membership, voting rights and scheme of delegation and may only be varied by resolution of a meeting of full Council.
- e The council may appoint committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next Annual Meeting of full council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 5(b) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. shall permit a committee to appoint its own chairman at the first meeting of the committee;
  - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;

**A Admin**  
Attach an update annually or as required schedule of committee membership, subcommittee membership as appendix AJT/RL

**A Admin**  
To be established/drawn up RL

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- vii. shall determine if the public may participate at a meeting of a committee;
  - viii. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - ix. shall determine if the public may participate at a meeting of a subcommittee that they are permitted to attend; and
  - x. may dissolve a committee.
- f Members of the Town Council shall have the right to attend all Committees, Sub Committees and Working Parties as non voting members. They may sit at the table at the discretion of the Committee and may speak at the invitation of the Chairman.
- g Where the press and public are excluded from any part of a meeting of the **Staffing** Committee, members of the council not appointed to serve on the committee will also be excluded from that part of the meeting.


## 6. Meetings


The following shall be considered as full council meetings

- a. Annual Town Council meeting
- b. Ordinary meetings of the Council
- c. Extra Ordinary meetings of the Council
- d. Mayor Choosing**

### a. Annual Meetings

- i. In an election year, the Annual Meeting of the council shall be held on the third Thursday of May, or the first Thursday after the Elections if the date is varied and must in any case take place within 14 days following the day on which the new councillors elected take office.
- ii. In a year which is not an election year, the Annual Meeting of a council shall be held on the first Thursday in May at 7pm.
- iii. The first business conducted at the Annual Meeting of the council shall be the election of the Mayor and Deputy Mayor of the Council.
- iv. The Mayor, unless he has resigned or becomes disqualified, shall continue in office and preside at the Annual Meeting until his successor is elected.
- v. The Deputy Mayor, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Mayor of the Council at the next Annual Meeting of the council.

 Admin  
DELETE AS NOW CEREMONIAL

 Admin  
procedure to be attached as appendix

Date: 28.08.18.

- vi. **In an election year, if the current Mayor of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Mayor of the Council has been elected. The current Mayor shall not have an original vote in respect of the election of the new Mayor of the Mayor of the Council but must give a casting vote in the case of an equality of votes.**
- vii. **In an election year, if the current Mayor of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Mayor of the Council has been elected. He may exercise an original vote in respect of the election of the new Mayor of the Council and must give a casting vote in the case of an equality of votes.**
- viii. **Following the election of the Mayor and Deputy Mayor of the Council at the Annual Meeting of the council, the business of the Annual Meeting shall include:**
  - a) **In an election year, delivery by the Mayor of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Mayor of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
  - b) Confirmation of the accuracy of the minutes of the last meeting of the council;
  - c) Receipt of the minutes of the last meeting of a committee;
  - d) Consideration of the recommendations made by a committee;
  - e) Review of delegation arrangements to committees, subcommittees, staff and other local authorities;
  - f) Review of the terms of reference for committees;
  - g) Appointment of members to existing committees;
  - h) Appointment of any new committees in accordance with standing order 5 above;
  - i) In an election year, to confirm that the Council has met the eligibility criteria and is able to adopt and exercise the general power of competence;
  - j) Determining the time and place of ordinary meetings of the full council up to and including the next Annual Meeting of full council.

#### **b. Ordinary Meetings**

- i. **Ordinary Full Council meetings shall be held on the first Thursday of each month excepting May, unless otherwise determined by resolution at the Annual Meeting of the Council.**



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ii. 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.

iii. At Ordinary Full Council Meetings the order of business shall be :

- a) Health and safety announcements.
- b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
- c) Prayers, where permitted by Motion of the Council and desired by the Mayor/Chairman.
- d) Apologies for absence.
- e) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
- f) To hear speakers with the permission of the Council.
- g) To receive reports from the Mayor, Police **crime figures**, Saltash Gateway CIC, **Cornwall Gateway Community Network Area**, and other bodies or Members at the discretion of the Mayor.
- h) To consider Written Questions from Members of the Public.
- i) To read and approve as a correct record the Minutes of Full Council Meetings not yet approved but ready for approval
- j) To consider Matters Arising from the Minutes not otherwise on the agenda (for report only)**
- k) To consider Financial Matters.
- l) To consider Correspondence.
- m) To receive and note Minutes of Committees of the Council, and of Sub Committees reporting to Full Council, and consider any recommendations therein.
- n) To consider other matters placed on the agenda
- o) To consider other matters submitted by motion
- p) To consider Planning Matters.
- q) To consider matters of public engagement and communication.
- r) To note the Dates of the Next Meetings.
- s) To move to order that the Common Seal of the Council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

**c Extraordinary meetings of the council and committees and subcommittees**

- i. The Mayor of the Council may convene an extraordinary meeting of the council at any time.



Admin

Order amended to reflect changes to agenda layout



Admin

Minor amendments



Admin

Query delete?

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- ii. **If the Mayor of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- iii. The Chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- iv. If the Chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the subcommittee may convene an extraordinary meeting of a committee or a sub-committee.
- v. **At Extra Ordinary Full Council Meetings the order of business shall be :**
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor are absent.
  - c) Apologies for absence.
  - d) To receive Declarations of Interests as required by the Code of Conduct or by relevant legislation and consider written requests for dispensations.
  - e) To consider the matters specified when the meeting was called.
  - f) To note the Dates of the next meetings
  - g) To move to order that the common Seal of the council be affixed to all deeds and documents necessary to give effect to the foregoing acts and proceedings.

#### **d. Annual Town Meeting**

- i. The Annual Town Meeting shall be held between March 1<sup>st</sup> and June 1<sup>st</sup>, at a time fixed by resolution of the full Council.
- ii. At the Annual Town Meeting the order of business shall be :
  - a) Health and safety announcements.
  - b) To choose a person to preside if the Mayor and Deputy Mayor be absent.
  - c) Prayers, where permitted by Motion of the Meeting and desired by the Mayor/Chairman.
  - d) Apologies for absence.
  - e) To adopt the minutes of the last Annual Town Meeting of electors.

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- f) To receive annual reports from the Mayor, Saltash Town Council, Cornwall Council, Police, Saltash Gateway, CIC and representatives of outside partners within the area of Saltash.
- g) To consider questions from members of the public
- h) To note the date of the next Annual Town Meeting with electors.

## 7. Filming and recording meetings

### a. Filming and Recording council meetings

- i. Whilst a meeting of the Council, its committees or sub committees is open to the public, any person, if present, may:
  - a. film, photograph or make an audio recording of a meeting;
  - b. use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
  - c. report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.
- ii. Oral reporting, commentary or broadcasting is not permitted during any part of a meeting of the council, its committees and sub committees.
- iii. An individual must be present and able to use their equipment in order to film, photograph or audio record a meeting. There will be no opportunity to report on any part of the meeting where the council has resolved to exclude the press and public.

### b. Disruptive behavior whilst filming and recording

- i. No filming, photographing or audio recording of a meeting should be carried out in such a way as to disrupt the proceedings of the meeting.
- ii. If person(s) disregard the request of the chairman of the meeting to moderate or improve their behaviour whilst filming or recording, any councillor or the chairman of the meeting may move that the person be instructed to cease filming, photographing or audio recording. The motion, if seconded, shall be put to the vote without discussion.
- iii. If a resolution under standing order 7 b above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.
- iv. Members of the Council recording meetings are reminded of their obligations under the Council's Code of Conduct in respect of confidential matters.



#### Admin

This section appears to be adapted from the N A L C model standing orders (ref P 9 item L and M). Would suggest that the model is used and in appropriate formatting to reflect legal requirement.

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## **8. Previous resolutions and Rescission of minutes**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six (6) councillors to be given to the Proper Officer in accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. The Mayor or Chairman of the relevant committee may call an extra ordinary meeting to consider a written notice to rescind a decision of that meeting when in receipt of a notice under standing order 10.
- c. When a motion moved pursuant to standing order 8 (a) above has been disposed of, no similar motion may be moved within a further six months.

## **9. Voting on appointments**

### **a. Election of Officers**

- i. Where two or more persons have been nominated for a position to be filled as an office of the council, election will take place by recorded ballot.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

### **b. Representatives to outside bodies**

- i. Where two or more persons have been nominated to serve as a representative to an outside body, election will take place by a show of hands, unless two members of the council request a recorded vote.
- ii. Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person.
- iii. A tie in votes may be settled by the casting vote of the Chairman of the meeting.

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**10. Motions for a meeting that require written notice to be given to the Proper Officer**

- a. A motion shall relate to the responsibilities of the meeting to which it is tabled and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b. A written notice of motion received in accordance with these Standing Orders may be referred to any meeting of the Council or its committees or sub committees. The final decision as to where the motion will be considered will be made by the Proper Officer.
- c. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- d. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10 (b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- e. If the Proper Officer considers the wording of a motion received in accordance with standing order 10 (b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least eight (8) clear days before the meeting.
- f. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the relevant Committee meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g. A written notice of motion shall not relate to any matter covered by the Council's complaints, grievance and disciplinary policies.
- h. Subject to standing order 10 (e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

 Admin  
Correction**11. Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer;
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;

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- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. to adjourn the meeting; or xvii. to close a meeting.

## **12. Management of information** (see also standing order 20)

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



### **Admin**

This section was previously "Handling confidential or sensitive information". This has been replaced by the NALC model section 11 (P 16) which is highlighted as legal requirement in the model.



Date: 28.08.18.

### **13. Minutes**

- a. The Minutes of all Committees shall be reported to Full Council to consider any Recommendations and matters arising from them. If a copy has been circulated to each member of the Council not later than the date of issue of the summons to attend the Meeting, the minutes will be taken as read.
- b. Minutes of Sub Committees will be received and considered by the relevant Committee. Working Groups may keep notes but shall not be required to keep Minutes except by resolution of the full Council.
- c. There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11 (a) i above.
- d. The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e. If the Chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The Chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- f. Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **14. Code of conduct and dispensations**

#### **General**

- a. The Council has adopted a Code of Conduct which complies with current legislation, and which will apply to councillors and members of the public co-opted to serve on Committees and sub Committees of the Council in respect of the entire meeting.

(Currently 2012 Cornwall Code of Conduct for City, Community, Parish and Town Councils)

All interests arising from the Code of Conduct adopted by the Council will be recorded in the minutes giving the existence and nature of the interest.


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- b. Members must have particular regard to their obligation to record and leave the room for certain matters in which they have an interest as defined by the Code of Conduct or by relevant legislation.
- c. The Council shall maintain for public inspection, a Register of Members' interests that is compliant with the Code of Conduct and with relevant legislation.

#### Members and the Code of Conduct

- a. All councillors and members of the public co-opted to serve on Council committees and sub committees shall observe the Code of Conduct adopted by the Council.
- b. All councillors and members of the public co-opted to serve on Council committees and sub committees shall maintain a Register of Disclosable Pecuniary Interests, and must update their register by notifying the Monitoring Officer and the Clerk of any changes within 28 days.
- c. All councillors shall undertake training in the code of conduct within 6 months of the delivery of their declaration of acceptance of office.
- d. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a Disclosable Pecuniary Interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- e. Unless granted a dispensation, a councillor or non-councillor with voting rights who has registered a non-registerable interest in relation to any item of business being transacted at a meeting, shall leave the room whenever the item is being discussed, including any part of the meeting where the public are entitled to speak.
- f. Where a non-registerable interest arises from membership of an outside body as defined in 3.5a of the Council's Code of Conduct, a councillor **may** remain in the room to address the meeting, provide a short statement and answer questions for no more than three (3) minutes before leaving the room at the request of the Chairman.
- g. Members must record in a Register of Interests maintained by the Proper Officer any gifts or hospitality that you are offered or receive in connection with your official duties as a member and the source of the gift or hospitality worth £25 or over.
- h. A Member of the Council may, for the purposes of his duty as a member but not otherwise, inspect any document which has been considered by a Committee or by the Council. The Proper Officer or Solicitor to the Council may decline to allow inspection of any document which is protected by other legislation or in the event of legal proceedings would be protected by privilege arising from the relationship of solicitor and client. All Minutes kept for any Committee shall be open for the inspection of any member of the Council during office hours.

#### Allegations of breaches of the Code of Conduct


 Admin  
Missing word inserted

Date: 28.08.18.

- i. Notification of any complaint shall remain confidential to the Proper Officer of the Council until such time as the matter has been concluded.
- j. Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Mayor of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- k. 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
- o The council may:
  - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- p References 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.
- q Upon notification by the Standards Committee of the Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office but may include removal from one or more committees of the Council or restricted access to council premises except to attend meetings. **Any complaint received by the Proper Officer or Administration Staff relating to a standing council member submitted by a council member or member of the public in all cases the complainant shall be directed to the Chairman of the Council to resolve or refer to the Monitoring Officer.**
- r

#### Dispensations

- r The Council has adopted a policy for the issuing of dispensations which is in accordance with the Council's Code of Conduct. It is attached to these Standing Orders as an appendix.
- s This policy shall apply to all meetings of the Council, its committees and subcommittees.
- t No dispensation will be awarded for any meeting where there are no minutes of the proceedings.

 Admin  
Additional text via email RL 170818

Date: 28.08.18.

## 15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer.
  - ii. **convene a meeting of full council for the election of a new Mayor of the Council, occasioned by a casual vacancy in his office;**
  - iii. facilitate inspection of the minute book by local government electors
  - iv. retain acceptance of office forms from councillors;
  - v. retain a copy of every councillor's register of interests;
  - vi. prepare and make available all agendas and minutes in line with the provisions of these Standing Orders.
  - vii. To act as the exempting officer and respond to requests made under the Freedom of Information Act 2000 and Data Protection Act 2018, in accordance with and subject to the council's policies and procedures relating to the same;
  - viii. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
  - ix. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - x. arrange for legal deeds to be executed; *See also standing order 21 below.*
  - xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
  - xii. refer a planning application received by the council to the Mayor or the Chairman of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council or Planning Committee;
  - xiii. manage access to information about the council via the publication scheme; and
  - xiv. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.  
*See also standing order 21 below.*
  - xv. **receive and retain copies of byelaws made by other local authorities;**

Date: 28.08.18.

**16. Responsible Financial Officer**

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

**17. Financial Regulations**

- a The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part II of these Standing Orders.
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Council's proper practices will be in accordance with the most recent JPAG guidance.

**18. Handling staff matters**

- a. A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee is subject to standing order **12** above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman of the Staffing Committee of absence occasioned by illness or other reason and that person shall report such absence to Staffing Committee at its next meeting.
- c. The Mayor and Chairman of the Staffing Committee shall conduct a review of the performance and annual appraisal of the work of Proper Officer. The review and appraisal shall be reported in writing and is subject to approval by resolution by Staffing Committee.
- d. Subject to the council's policy regarding the handling of grievance matters, the Proper Officer shall advise the Chairman of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee or its appointed representatives.
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff and relates to the Mayor or Chairman of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Staffing Committee.

**A Admin**  
All amended from Personnel to Staffing

**A Admin**  
Correction of numbering

Date: 28.08.18.

- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 18(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 18(f) and (g) above shall be provided only to the Proper Officer and the Chairman of the Staffing Committee.

## 19. Responsibilities to provide information

(See also standing order 20)

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

## 20. Responsibilities under Data Protection Legislation

(See also standing order 12)

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

## 21. Relations with the press/media

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

**A Admin**  
Does this need amendment?

**A Admin**  
Incorrect number referencing corrected

**A Admin**  
Section 19 Requests for information has been updated. New sections 19 Responsibilities to provide information and 20 Responsibilities under Data Protection Legislation added. (Original section 19 deleted)



Date: 28.08.18.

## **22. Execution and sealing of legal deeds**

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. Where any document will be a necessary step in legal proceedings on behalf of the Council it shall be signed by the Clerk to the Council, unless any enactment otherwise requires or authorises, or the Council shall have given the necessary authority to some other person.

## **23. Communicating with Unitary Authority Councillors**

- a. An invitation to attend a meeting of the council shall be sent to the ward councillor(s) of the Unitary Authority representing the area of the council, together with the agenda for the meeting and other relevant papers.
- b. Unless the council determines otherwise, a copy of relevant correspondence sent to the Unitary Authority shall be sent to the ward councillor(s) representing the area of the council.

## **24. Restrictions on Councillor activities**

- a. Unless authorised by a resolution, no councillor shall:
  - i. inspect any land and/or premises which the council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.
  - iii. issue any order respecting any works which are being carried out by or on behalf of the Council.
  - iv. incur any expenditure on behalf of the council or issue an instruction to incur expenditure.

Adopted FTC 03.05.2018 Minute no. 79/18/19

(Recommended by P&R 10.05.2018 Minute no. 07/18/19)