

Toft Parish Council

I hereby give notice that the First and Annual (836th) meeting of Toft Parish Council will be held on Monday 11 May 2026 at approximately 7.30 pm in The People's Hall, Toft following the Annual Parish Meeting and the William Eversden's Charity (Allotments) Meeting

The Public and Press and County and District Councillors are invited to be present and Members of the Parish are welcome to attend and may speak under the Open Public Session item and make representation to the Council on items on the agenda during this section of the meeting

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder

Ben Stoehr

Mr Ben Stoehr
Clerk, 06/05/26

AGENDA

- 1. To elect a Chairman and to receive the declaration of acceptance of office**
- 2. To elect a Vice-Chairman**
- 3. Delivery by councillors of their declarations of acceptance of office**
- 4. Apologies for absence and declaration of interests**
 - 4.1. To approve written apologies and reasons for absence
 - 4.2. To receive declarations of interests from councillors on items on the agenda
 - 4.3. To receive written requests for dispensations (if any) and to grant any dispensation as appropriate
- 5. To approve the minutes of the last meeting on 13 April 2026**
- 6. To co-opt to fill any vacancies resulting from insufficient candidates at election and to make arrangements for any remaining vacancies to be filled**
- 7. Annual business**
 - 7.1. Review of delegation arrangements to committees, working groups, employees and other local authorities
 - 7.2. Review of the terms of reference for committees and working groups
 - 7.3. Receipt of nominations to existing committees and working groups
 - 7.4. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them.
 - 7.5. Review and adoption of standing orders, financial regulations, risk assessment arrangements
 - 7.6. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
 - 7.7. Review of representation on or work with external bodies and arrangements for reporting back
 - 7.8. Review of inventory of land and assets
 - 7.9. Review and confirmation of arrangements for insurance cover in respect of all insured risks
 - 7.10. Review of the Council's and/or employees' memberships of other bodies
 - 7.11. Review of the Council's complaints procedure
 - 7.12. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - 7.13. Review of the Council's policy for dealing with the press/media
 - 7.14. Review of the Council's employment policies and procedures
 - 7.15. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972
 - 7.16. Setting the dates, times and place of ordinary meetings of the full Council
 - 7.17. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business
 - 7.18. Review of banking arrangements and appointment of any bank signatories
 - 7.19. Member training arrangements

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

8. To consider resolutions from the Annual Parish Meeting if any

9. To consider any matters arising from the last or a previous meeting

- 9.1. (3.2) Disposal of Asset of Community Value – update and to consider the next steps
- 9.2. (3.3) Finding Fitness – to consider the way forward
- 9.3. (3.6) Website – update
- 9.4. Dog fouling on Church Road – update ^(MY)

10. To consider any correspondence received since the last meeting requiring the Parish Council's attention

- 10.1. Grass cutting contractor – notification of price increase
- 10.2. East West Rail Consultation – to consider response (Deadline 9 June)

11. Finance, Procedure and risk assessment and use of delegated powers

- 11.1. To consider the finance report and approve the payment of any bills
- 11.2. Play inspection reports
- 11.3. To consider any matter which is urgent because of risk or health and safety
- 11.4. To consider the RoSPA report if received
- 11.5. To make arrangements for the Assets Walk

12. To consider any Planning or Tree works applications or related items received

- 12.1. Planning applications
- 12.2. SCDC decisions to note
- 12.3. Tree works applications

13. Members items and reports for information only unless otherwise stated

- 13.1. Village Maintenance
- 13.2. Highways
- 13.3. Toft People's Hall
- 13.4. Footpaths
- 13.5. Defibrillator report
- 13.6. Birdlings Liaison

14. Closure of meeting

Clerk report to Toft Parish Council meeting on 11 May 2026

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office. Forms will be brought to the meeting.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office

The Chairman has to sign a declaration of acceptance of office every year after the annual election of Chairman.

1. To elect a Chairman and to receive the declaration of acceptance of office
Existing Chairman to invite nominations, which need to be proposed and seconded and voted on. The elected Chairman to sign the declaration of acceptance of office before the meeting continues.
4. Apologies for absence and declaration of interests
 - 4.1 To approve written apologies and reasons for absence
 - 4.2 To receive declarations of interests from councillors on items on the agenda
 - 4.3 To receive written requests for dispensations (if any) and to grant any dispensation as appropriate
5. To approve the minutes of the last meeting on 13 April 2026 - attached
- 7.1. Review of delegation arrangements to committees, working groups, employees and other local authorities
Last year the Council resolved that there should be no committees or working groups, but that the Council should continue to operate a system of members' responsibilities.

Delegation to Officers (generally the clerk)

The clerk is the proper officer of the council in law so legally councils can delegate decisions to clerks

As the clerk is a trusted professional officer their objectivity should allow them to act for the council.

Certain functions have already been delegated to the clerk of the council which includes but is not limited to:

- order goods and services as set out in the council's Financial Regulations
- commission emergency works or repairs to maintain the integrity of council's facilities or assets
- resolve any Health and Safety issues that are deemed potentially harmful
- handle and respond to requests made under the Freedom of Information Act and the Data Protection Act
- deal with internal and external audit matters in accordance with council policy
- close part or all of council facilities to allow essential maintenance work
- commission annual playground safety inspections

- 7.2. Review of the terms of references for committees and working groups
- 7.3. Receipt of nominations to existing committees and working groups
The following member responsibilities were agreed last year, unless updated below: The Council may change all or some of these:
Financial monitoring – Cllr Yeadon
Footpaths – Cllr Miles
Monthly report – Cllr Miles
Play inspection reports – Cllr Yeadon (from January 2026)
Lot Meadow – Tricia Ellis Evans, if she is willing to continue
Village Maintenance – Cllr Yeadon
Highways – Fault reporting, LHI application – Cllr Darbyshire
Grass cutting – Cllr Harris (vacancy)
Dog and litter bins – Cllr Miles

Allotments – Cllr Yeadon
Notice boards and welcome packs – Cllr Miles
Police liaison – Cllr Darbyshire (from April 2026)
Planning – Cllr Harrison (vacancy)
Defibrillator – Cllr Tebbit (vacancy)
Birdlings liaison – Cllr Coghlan
Climate Change, Green Issues and Biodiversity – Cllr Harris (vacancy)
Website – Cllr Darbyshire
Speed camera monitoring – Cllr Yeadon
Wildlife – Cllrs Miles and Darbyshire.
Biodiversity Action Plan – Cllr Miles

- 7.4. Appointment of any new committees and working groups, confirmation of the terms of reference, the number of members (including, if appropriate, co-opted members) and receipt of nominations to them
- 7.5. Review and adoption of appropriate standing orders, financial regulations and risk assessment arrangements and other policies including review of the Biodiversity Action Plan
Attached.
- 7.6. Review of arrangements, including any legal agreements, with other local authorities and review of contributions made to and expenditure incurred by other local authorities
The Parish Council pays for the electricity costs of SCDC owned streetlights within the parish. This is contracted to Suffolk County Council as previously agreed.
The Parish Council carries out cutting of the Highway verges on behalf of CCC.
- 7.7. Review of representation on or work with external bodies & arrangements for reporting back
Last year's appointments:
East West Rail and Cambridge Approaches – Cllr Yeadon
Toft People's Hall – Cllr Tebbit (vacancy)
Comberton Village College Community Governors' Liaison – Cllr Darbyshire. (Cllr Yeadon if Cllr Darbyshire unavailable)
SCDC Community Champion – Cllr Yeadon
Parish Forum representative – Cllr Harrison (vacancy)
- 7.8. Review of inventory of land and assets
Community land CB378985 (Lot Meadow)
Recreation ground CB298407
Village Green – unregistered
Toft People's Hall – Custodian Trustee
William Eversden Allotments – Sole Trustee of Charity
- 7.9. Review and confirmation of arrangements for insurance cover in respect of all insured risks
The Council's insurance policy with Zurich is due for renewal in October 2026
- 7.10. Review of the Council's and/or employees' memberships of other bodies
The Council affiliates to CAPALC
The Clerk is affiliated to the SLCC
- 7.11. Review of the Council's complaints procedure
Attached
- 7.12. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
Attached

7.13. Review of the Council's policy for dealing with the press/media

The Council doesn't appear to have a documented policy. The Chairman and Clerk have historically dealt with such matters. A policy from another Council is attached for info.

7.14. Review of the Council's employment policies and procedures

7.15. Review of the Council's expenditure incurred under S137 of the Local Government Act 1972 or the general power of competence

Last year there were no payments made under S137

7.16. Setting the dates, times and place of ordinary meetings of the full Council

The Council currently meets the 1st Monday of the month. When this clashes with a bank holiday the meeting is pushed back to the 2nd Monday.

7.17. Review of dispensations required under the Code of Conduct to enable the Council to conduct its business

7.18. Review of banking arrangements and appoint any bank signatories

The Council has bank accounts with Unity Trust and Nationwide Building Society.

7.19. Member training arrangements

10. Correspondence

10.1 Grass cutting contractor – notification of price increase

"Having assessed the impact of the current fuel price increases, regrettably I am having to increase my grass contracting charges by 10% with effect from the 1st of May. It goes without saying that I will be regularly reviewing the costs and hopefully will be able to revert to previous prices as soon as possible.

Many thanks for your understanding on this matter."

10.2 East West Rail Consultation – to consider response (Deadline 9 June)

"East West Rail – Spring Consultation 2026

EWR Co. has confirmed it will hold an eight-week public consultation from **Tuesday 14 April to Tuesday 9 June 2026**. This is expected to be the final route-wide consultation before a Development Consent Order is submitted in 2027.

This consultation will present the latest designs and information on East West Rail, offering communities along the route an opportunity to have their say on the latest plans and help shape the final design. More information regarding the consultation, including details of the consultation events, can be found on the EWR website:

eastwestrail.co.uk/pr-east-west-rail-announces-details-of-last-route-wide-public-consultation

EWR Co. has also advised that correspondence will be sent to all newly affected landowners this week to inform them of the potential for compulsory acquisition, and to notify all landowners of the consultation launch date. If you know anyone who may be concerned or has questions about this process, please encourage them to contact the EWR Land & Property team by emailing land@eastwestrail.co.uk or calling 0330 838 7583.

Following officers' review of the consultation material, the GCSP NSIP team will provide a briefing for parish councils and residents' associations - the date is to be confirmed, and further details will follow. In the meantime, please do not hesitate to contact the NSIP team if you have any queries regarding the consultation or the EWR DCO more generally via nsips@greatercambridgeplanning.org."

Rachel Lambert | Principal Planner (NSIP & Major Infrastructure Projects)

EWR DCO Lead

- 11. Finance, Procedure and risk assessment and use of delegated powers
The Clerk has authorised for defibrillator consumables to be ordered.
- 11.1 To consider the finance report and approve the payment of any bills
Attached. Late invoices will be brought to the meeting.
- 11.3 To consider any matter which is urgent because of risk or health and safety
None at the time of writing.

- 12 To consider any Planning or Tree works applications or related items received**
- 12.1 Planning Applications
None at the Time of Writing.
- 12.2 SCDC Decision Notices
None.
- 12.3 Tree works
None at the Time of Writing.

**Minutes of the 835th meeting of Toft Parish Council
Held on Monday 13 April 2026 in The People's Hall, Toft at 7.00 pm**

Present: Councillors: M Yeadon (Chairman), A Coghlan, E Darbyshire, G Harrison and E Miles.

In attendance: 1 member of the public and Mrs C Newton (Minutes Secretary, LGS Services).

Public participation on agenda items and matters of mutual interest (includes reports from County and District Councillors and representation by members of the public)

A resident asked whether there was any news about an additional street light in School Lane. The Parish Council explained that this had not yet been agreed.

It was noted that the road sweeper was in School Lane earlier in the day.

1. Apologies for absence and declaration of interests

1.1 To approve written apologies and reasons for absence

None. Cllr Tebbit was not present.

1.2 To receive declarations of interests from councillors on items on the agenda

None.

1.3 To receive written requests for dispensations and to grant any dispensations

None.

2. To approve the minutes of the last meeting on 2 March 2026

RESOLVED that the minutes of the meeting on 2 March 2026 be approved as a true record and signed by the Chairman.

3. To consider any matters arising from the last or a previous meeting including

3.1 (3.1) Dogs in fields signs – to consider arrangements for installation

RESOLVED to note that that the signs had been received, and that Cllr Harrison should put them up at the three entrances to the field, at the kissing gate, at Pinfold Well Lane and at Green End. (Prop EM, 2nd GH, unanimous)

3.2 (3.2) Disposal of Asset of Community Value – update and to consider valuation

Cllr Yeadon reported on the Community Meeting on 9 April, which was well attended by residents. Forty-five response forms had been completed, indicating general support for the community acquiring the former Methodist Church, but there had been some concerns about the difficulties of finding volunteers and the potential cost, which was not yet known. The next steps would depend on the Methodist Church and Cllr Yeadon will write to them to enquire about the intended way forward. It is likely that another meeting would be held to decide whether to proceed, in which case it would be necessary to set up a charity and bank account, and obtain surveys. Quotations for a condition survey and a valuation had been obtained and the Parish Council would be asked to cover the cost of this expenditure.

3.3 (3.4) Finding Fitness – update

RESOLVED to defer this item to the next meeting.

3.4 (3.5) Speeding in the High Street and to consider the purchase of 20 mph and 30 mph speed limit wheelie bin stickers and how they should be made available

RESOLVED to await the outcome of the 20 mph application, which has been submitted.

3.5 (3.6) Proposal for a new bin at the junction of Church Road and Comberton Road along with "No dog fouling" signs on lamp posts

RESOLVED, noting that the laminated sign was still in place, to close this item.

3.6 (3.0.8) Website – to consider header photograph

RESOLVED that Cllr Darbyshire should share the photographs with other councillors in order to decide between them.

4. To consider correspondence received since the last meeting requiring the Council's attention

- 4.1 Toft Speed Watch Co-ordinator – update on formation of Speed Watch group and request for assistance with the purchase of an improved speed gun device
RESOLVED to approve the request for funding of £144.00 for the purchase of a speed gun for the new Speed Watch group.

- 4.0.2 Anti-social dog fouling
The Chairman raised residents concerns received about anti-social and intimidating behaviour involving dogs being off their leads and jumping up at people, and dog fouling. RESOLVED that the Chairman should report the anti-social behaviour to the Police. RESOLVED, following the reports from residents, to write to two residents asking them to keep their dogs on leads/under control and to pick up their dog waste.

5. Finance, Procedure and risk assessment and use of delegated powers

- 5.1 To consider the finance report and approve the payment of any bills
RESOLVED to receive the financial report and check the invoices and bank statements before the payments were approved, plus Silverton (Sand and seed) £94.98, MD Landscapes (Grass cutting) £525.00 and Information Commissioner's Office (Data Protection) £52.00.

Salaries		£192.50
Toft People's Hall	Room hire Nov 25	£15.00
Toft People's Hall	Room hire Dec 25	£15.00
Suffolk County Council	Street lighting energy	£383.29
Creat Signs	A3 signage	£204.00
CAPALC	Affiliation fee	£370.50
Silverton (Madingley Mulch)	QPJ Supplies	£94.98
MD Landscapes	Grasscutting	£525.00
ICO	DPA Registration	£52.00

- 5.2 To receive play inspection reports and consider any work required

RESOLVED to note that all was in order.

- 5.2.1 To consider purchase of Bark for the playground

Stratagem had offered to carry out laying of bark and would be able to so in June.

RESOLVED to purchase two bags of bark at a time to be advised by the Chairman.

- 5.3 To consider any matter which is urgent because of risk or health and safety and relates to Council property

RESOLVED that Cllr Miles should report an overgrown hedge at the Birdlings which was scratching the faces of passersby.

6. To consider any Planning or Tree works applications or related items received

- 6.1 Planning applications received – to be considered

None.

- 6.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted

None.

- 6.3 SCDC planning decision notices and appeal notifications and applications for information only

None.

- 6.4 Tree works applications

- 6.4.1 26/0263/TTPO – 1 Preston Close

RESOLVED that the Parish Council make no comments.

- 6.4.2 26/0269/TTCA – 4 Eversden Close

RESOLVED that the Parish Council make no comments.

- 6.4.3 26/0270/TTCA – 4 High Street

RESOLVED that the Parish Council make no comments.

- 6.4.4 26/0286/TTCA – 65 High Street

RESOLVED that the Parish Council make no comments.

7. Members items and reports for information only unless otherwise stated7.1 Village Maintenance

Nothing to report.

7.2 Highways

Cllr Darbyshire reported that the 20 mph application had been submitted and the outcome should be known by October. The limit requested was village wide and supporting evidence was provided.

RESOLVED that a list of CCC lamp posts should be provided to decide where to move the MVAS equipment.

7.3 Toft People's Hall

Nothing to report.

7.4 Footpaths

Cllr Miles reported that a large tent had been dumped in the cow field and bottles had been found there. The items had been cleared.

7.5 Defibrillator report

Nothing to report.

7.6 Birdlings liaison

Nothing to report.

7.7 Lot Meadow

Nothing to report.

7.0.8 Community Policing Team

RESOLVED that Cllr Darbyshire should be the liaison member and to ask that she be included in their communications.

7.0.9 East West Rail

RESOLVED to note that the EWR consultation would be commencing on 14 April for two months.

Cllr Yeadon reported on changes to the plans, including moving the Cambourne station 700m westwards. A tunnel will be constructed under Caldecote and Bourn Airfield. Green bridges will also be constructed.

RESOLVED that this should be an agenda item for the next meeting.

8. Closure of meeting

The next meeting on 11 May will be the First and Annual Meeting of the Parish Council.

There was no further business and the meeting closed at 8.30 pm.

SignedChairmandate.



TOFT PARISH COUNCIL STANDING ORDERS

Adopted 8/5/18

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

NOTES

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

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

1. RULES OF DEBATE AT MEETINGS

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

- immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
 - p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
 - q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
 - r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
 - s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
 - t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion *and the time allowed is at the Chairman's discretion.*

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

accordance with standing order 3(e) *is at the Chairman's discretion.*

- g Subject to standing order 3(f), a member of the public shall not speak for more than (5) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be**

- **decided by a majority of the councillors and non-councillors with voting rights present and voting.**
 -
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
 -
 - *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
 -
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
 -
 - *See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
-
- x A meeting shall not exceed a period of (2.5) hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (*7 clear*) days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting**

vote in the case of an equality of votes.

- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the committee [or the sub-committee], any (2) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (3) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved

in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are

received.

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

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

12. DRAFT MINUTES

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

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

“The chairman of this meeting does not believe that the minutes of

the meeting of the (Toft Parish Council) held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

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

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a

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

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

15. PROPER OFFICER

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

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information

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

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

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

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

Matters affecting council employees are to be reviewed by the Vice-Chairman as line manager who will report to council with a recommendation.

- a. A matter personal to a member of staff that is being considered by a meeting of [Council or Committee] is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of [the () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c. The chairman of [the () committee] OR [the () sub-committee] or in his

absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman of [the () committee] OR [the () sub-committee] in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chairman or vice-chairman of [the () committee] OR [the () sub-committee], this shall be communicated to another member of [the () committee] OR [the () sub-committee], which shall be reported back and progressed by resolution of [the () committee] OR [the () sub-committee].

- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- ~~b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**~~

~~The above is applicable to a Council with a common seal.~~

~~OR~~

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

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

OTHER

All Parish Council agenda include an item titled "Public Participation on Agenda items & matters of mutual interest"

The Council will first hear from Councillors who declare a prejudicial interest, speak and leave the room after Members' questions.

- County Councillor report
- District Councillor report
- Members of the public.

This item allows members of the public, (including members with a prejudicial interest) to attend meetings of the Parish Council for the purpose of making representations, giving evidence and answering questions. During the agenda item itself the member with the prejudicial interest should leave.

The Council shall permit a 'minute's secretary' selected by the Clerk to attend the meetings and to record the minutes of the meeting either in the presence of or in absence of the Clerk.

Meetings are to start at 7.00 pm on the Monday of every month except August or where the first Monday is a Bank Holiday when it will be held on the second Monday. All meetings are held in the Peoples' Hall.

PLANNING APPLICATIONS PROCEDURE FOR APPLICATIONS BETWEEN MEETINGS

The importance of making decisions in public is noted however if an application arrives requiring a decision between the meeting without convening a formal meeting members will be invited to make individual comments to the Clerk, to whom in such circumstances the Parish Council lawfully delegates authority to submit comments on the Council's behalf (S101, LGA 1972). Should an application arrive which requires determination before the next schedule meeting the Clerk will firstly seek a time extension. If this is refused the Chairman will decide if an extra-ordinary meeting will be convened to consider only the application/s. If not then the Council delegates authority to the Clerk to submit comments on the Council's behalf. If this policy is applied all decisions taken will be reported to the next meeting. *(Advice in a government publication written by Paul Clayden)*

DECLARATIONS OF INTEREST AND DISPENSATIONS *(adopted August 2012)*

Each agenda will contain the following items -

- To receive declarations of interest from councillors on items on the agenda
To receive written requests for dispensations for disclosable pecuniary interests (if any)
- To grant any requests for dispensation as appropriate."

POLICY ON REQUESTS FOR AN EXTENSION FROM THE PLANNING OFFICER BEFORE CIRCULATING THE APPLICATION AND USING DELEGATED POWERS

If an application requires a response before the next meeting an extension should be sought but if no response is received from the Planning Officer, to assume that the extension is approved and consider the application at the next meeting without circulating it to members for comment. *(Added November 2020)*

POLICY FOR DEALING WITH PLANNING APPLICATIONS BETWEEN MEETINGS SHOULD BE EXTENDED TO INCLUDE TREES

Given the limited time now allowed by SCDC for responding to tree works applications, tree works applications should be circulated for comment to all members, so that a prompt response can be submitted by the Clerk using delegated powers. *(Added November 2020)*

TOFT PARISH COUNCIL FINANCIAL REGULATIONS 2019 FOR ENGLAND – adopted Sept 19

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1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. [The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.]

1.9. The RFO;

- 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;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)

- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

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

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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

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

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by a relevant committee in accordance with its terms of reference.

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

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

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a agenda item should be motioned that a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

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

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of January 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 the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

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

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

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

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

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

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

4.4. The salary budgets are to be reviewed at least annually in January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

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

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

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

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of [£200] or [15%] of the budget whichever is the greater.

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

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [~~or finance committee~~]. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council [~~or finance committee~~]. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [~~or finance committee~~];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [~~or finance committee~~]; or
- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council [,or a duly authorised committee,] may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary

Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council [~~or Finance Committee~~].

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

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

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council [~~or duly delegated committee~~].

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [~~or Finance Committee~~] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.-(adopted Sept 19) (redacted October 2019)

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be

instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member]. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk [and the RFO] and will also be restricted to a single transaction maximum value of [£500] unless authorised by council or ~~finance committee~~ in writing before any order is placed.

6.19. 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.

6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk [and RFO] and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record

(confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).] **Where the Parish Council is also Sole Trustee Trust Funds will be held in a spate fund within the Council's accounts. (added October 2019)**

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

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

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council or another person..

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴[insert reference of the council's relevant standing order] below and shall refer to the terms of the Bribery Act 2010.

See below at the end of these regulations the procedure and limits for obtaining quotes and spending delegation.

~~h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.~~

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

[12. Payments under contracts for building or other construction works]

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

[12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).]

[12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.]

[12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.]

[13. Stores and equipment]

[13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.]

[13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.]

[13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.]

[13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.]

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed [£250].

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning

permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers [in consultation with the Clerk].

[15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.]

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

16. [Charities]

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

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk [with the RFO] shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

11 .1 Contracts continued

(h) The clerk shall be allowed to spend up to £100 on Council business without prior approval of Council on orders or items. In addition the Clerk shall be allowed to spend the general administration budget on stationery and office costs etc that are essential for the smooth running of the Council. This shall be reimbursed in the manner determined by the Council each month (alternative arrangements have already been agreed for reimbursement via LGS Services).

Where it is intended to enter into a contract 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 except as set out in paragraph (a):

(i) For expenditure of between £100 and £500 the chairman of the committee together with the clerk shall have executive power providing the contractor is on the Council's approved Contractors' List. For all other contracts prior approval of the Council shall be required.

(ii) For expenditure of £500 and above prior approval of the Council shall be required.

(iii) For expenditure below £500 only one quotation is required. For expenditure between £500 to £2000 three quotations shall be invited. For expenditure exceeding £2000 the clerk shall invite tenders from at least three contractors. (NB From time to time the Clerk will invite quotations from more than one contractor for expenditure less than £500 to satisfy the Council that the contractor remains competitive)

(iv) The Clerk will satisfy herself that the Contractor is suitably qualified to carry out the contract and that he carries the appropriate insurance and licences.

(d) When applications are made to waive Standing Orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(e) Every exception made by a Committee or the Chairman to which the power of making contracts has been delegated shall be reported to the next meeting of the Council and the report shall specify the emergency by which the exception shall have been justified.

(f) 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 and the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(g) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or other person authorised by the Council or Committee to so do in the presence of at least one other person.

(h) If less than three tenders are received for contracts valued above £2000 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 (e.g. seeking further tenders or proceeding with number received.)

(i) Any invitation to tender issued under these Standing Orders shall contain the statements:

(a) "The Council is not obliged to accept the lowest or any tender submitted."

(b) "This Council does not accept any costs incurred in the preparation and submission of any tender."

(j) Where it is intended to enter into a contract exceeding £2,000 in value for the supply of goods or materials or for the execution of works, the Clerk shall give at least two weeks notice of such intention in the same manner as public notice of meetings is given.

(k) Council members as individuals shall be precluded from tendering for supplies or services to the Council; however a registered company or sole trader which includes a Council member shall not be precluded provided that it is not in breach of the Code of Conduct and the requirements of Standing Orders are complied with on all occasions.

(l) 5% should be retained on all large contracts of more than £1000 and that this should be included in the invitation to quote on all capital and building works contracts (added September 2012)

TOFT PARISH COUNCIL – RISK ASSESSMENT & MANAGEMENT POLICY

Introduction

Risk management is a structured approach to managing known, and perceived threats (e.g. cuts at District and County level which may reduce local services).

It closely relates to a Council's ongoing activities and flows from regular assessment of risk.

For Parish Councils this may be described as *risk awareness & engagement*.

Toft's Parish Council and its Parish Clerk manage risks to Toft on an ongoing basis within its boundaries and vicinity, by:

- identifying risks to the parish and parishioners;
- developing strategies to manage, and alleviate these risks;
- working in partnership with the community using its resources; and
- working with others outside our boundaries who share our interests, and aims.

A Structured Approach

The Council's approach to risk management starts at the beginning of each business year. By setting aside time to review its business and strategies the Council will gain a clear view of its priorities, and revisit its objectives and how they are to be managed. This has the advantage of developing clear roles that will help the Council effectively use its powers and duties for the benefit of the community.

Risk Management Assessments

When the need is identified *in year* risk management assessments may be carried out by the lead Councillor(s) with the assistance of the Clerk as necessary.

Consideration by the Council

The Council as the decision making body resolves issues, and makes decisions by consensus following constructive engagement and thought by all its members.

To assist Councillors to act as a corporate body several basic requirements need to be in place, including early referral of projects with:

- Answers to key questions - **Why? What? When?**
 - **Community benefit?** (*must be clearly established*)
 - **Consequences?** (*if not done now, or in future*)
 - **Cost/benefit ratio?** (*benefit must outweigh cost*)
 - **Comparison with other projects?** (*order of priority*)

- Specialist Advice
 - Health & Safety, Legal, Resources, Facility Management (play areas) trees, footpaths etc.

- Up to date reports
 - showing progress, latest and planned expenditure on current projects; and
 - significant projects (over £500) planned over next three to five years by programme (e.g. Open Spaces, village works , bus shelter)

Action by Working Party

Where this applies this is driven by a clear programme of work delegated by the Council, and monitored by ongoing monthly progress reports to the Council. The Clerk may not commit resources on new projects without reference to the full Council, unless delegated authority has been approved in accordance with the Finance Regulations.

Business Item	Risk	Level of Risk - High/Medium/Low	Alleviation of Risk by Toft Parish Council	2022-23
Council				
Decision making	Maintaining the work of the Council with only 5 Councillors against a full complement of 7.	M	By promoting the role of the Council within the community to generate interest in potential co-optees to the Council.	Efforts will be made to publicise work using The Calendar and notice boards.
Training	Lack of awareness of the roles and powers of the Council, Clerk and Councillors	M	Councillors to attend training.	* Parish Clerk to arrange.
Declaration of interest(s)	Debating issues, and voting without declaration of prejudicial interest.	L	Agenda item at Council Meetings. Guidance circulated.	* Register of Interest forms reviewed and updated at Annual Meeting.
Review of risk assessment policy	Changing circumstances,	M	Annual review	Commenced 2011.
Resources & Services	Recognition of potential cuts at District and County level that may reduce local services.	M	Identifying services at potential risk e.g. village lighting, footpath & bridge maintenance	* Setting aside contingency monies within budget to cover local funding.

<p><u>Finance:</u></p>	<p>(a) Ensuring adequacy of precept</p>	<p>L</p>	<p>i) RFO checks receipt of the council tax base rate from SCDC for Band D property in the parish.</p> <p>ii) RFO prepares draft budget by forecasting expenditure on new and existing projects.</p>	<p>* Council to review draft budget in January, and formally sets precept by offsetting financial requirement against unallocated balances.</p>
<p>Precept</p>	<p>b) Precept not submitted to SCDC</p>	<p>L</p>	<p>RFO sends formal request in writing to SCDC after January Council meeting.</p>	<p>* RFO to advise Council of SCDC deadline, and copies in Councillors.</p>
	<p>c) Precept not received by Parish Council</p>	<p>L</p>	<p>Precept is transferred via BACS into Parish Council's bank.</p>	<p>* RFO to advise Councillors of receipt of monies.</p>
<p>Banking</p>	<p>Inadequate checks resulting in errors.</p>	<p>L</p>	<p>Toft PC has 4 bank accounts. Payments are made by cheque or BACS from the current account authorised by two authorised signatories, and bank stubs initialled & retained.</p> <p>The RFO/signatories are responsible for bank correspondence and statements, & carries out bank reconciliations to ensure all receipts and payments are accounted for; and sufficient monies are available for monthly outgoings.</p>	<p>New signatories approved, and notified to bank in 2022.</p> <p>* RFO to liaise with Chairman to produce letter of authority to bank to transfer monies from saving account to current account when required.</p>

Financial Reporting	To ensure Councillors receive accurate financial records & bank reconciliations to permit informed decisions by the Council.	M	RFO financial reports for Council meetings showing receipts and expenditure against budget. Inspection & approval by the Council.	* To be signed off by the Chairman annually, and retained as part of the minutes for review by the Internal Auditor.
Audit	To provide independent assurance to the Council of the accuracy of the accounts, & that expenditure is in accordance with Council decisions and budget.	L	Internal auditor appointed by the Council at the Annual Parish Meeting, and internal and external Audits carried out each year. Results are reported to the Council.	Existing procedures to be retained.
Cash	Loss through theft, dishonesty, or inefficiency	L	No petty cash system in operation.	Cover for losses is part of Toft PC's insurance.
Financial Regulations	Not used for reference, or guidance.	L	Current version is 2019 Model	* The PC will ensure the Financial Regulations are in line with the NALC model
Insurance	Adequacy of cover, including public liability Cost	H L	Level of cover to be examined against risk and assets held. Recognition of current competitive market	Annual reviews
Assets	Failure to recognise assets held/not held.	L	Asset register to be maintained and updated.	Annual reviews.

<p>VAT</p> <p>Section 137 Expenditure</p>	<p>Potential loss of receipts to Council. Annual exercise to recover VAT payments forgotten.</p> <p>Exceeding statutory limit for expenditure per financial year. [Section 137(4)(a) of the Local Government Act 1972]</p>	<p>L</p> <p>L</p> <p>L</p>	<p>RFO records VAT on purchases on finance spreadsheet & retains VAT receipts for VAT refund claim to HM Customs & Revenue.</p> <p>Keeping records to ensure that the limit per elector for parish and town councils in England is not exceeded.</p>	<p>Existing procedures to be retained. Councillors notified of monies reclaimed.</p> <p>* Council to receive financial reports detailing S137 payments and monitor annual expenditure.</p>
<p>Contracts</p>	<p>Not gaining “Best Value” for the community.</p>	<p>M</p>	<p>By seeking more than one quotation for any works or goods obtained in accordance with the Finance Regulations.</p>	<p>Ongoing</p>
<p>Staff</p>	<p>Retention of trained Clerk & RFO</p> <p>Correct salary paid</p> <p>Risk of financial penalty if PAYE contributions not paid (& Annual Return) not made by HM Customs & Revenue’s deadlines.</p>	<p>M</p> <p>L</p> <p>H</p>	<p>Contract & terms and conditions agreed.</p> <p>New Payroll service approved.</p>	<p>* Council to review any new arrangements annually</p>
<p>Projects</p>	<p>Financial and H&S risks if not correctly project managed, and outcome evaluated.</p>	<p>M</p>	<p>Council or Working Party to carry out yearly Risk Assessment; and assess findings (eg risk assessments of recreation areas, and play equipment by RoSPA including inspections by members.)</p>	<p>* Need to ensure annual safety assessments of the Recreation Ground and Community Land</p>

Contingency Planning	Cuts in services provided by SCDC and CCC lead to additional financial pressures at parish level.	H/M	Careful monitoring of budget cut back messages received from District and County Councils to identify areas at risk (e.g. parish lighting).	* Contingency fund(s) to be built into budget.
Statutory records	<u>Risk of loss of:</u> - deeds of The People's Hall; - registration documents to common land in Toft; and - records of Council Meetings.	H H M))To be stored in County Archive)subject to space being available.) Land Registry hold copies.	Masters with Clerk and offsite.
Electronic records	Loss of working & policy documents, correspondence and finance records.	H	Data backed up regularly and stored off site	* To be confirmed by Toft Parish Council at annual meeting.
Data Protection	Non compliance with the requirements of the Data Protection Act 1998	H	Registered with the Information Commissioner.	* To be confirmed by Toft Parish Council at annual meeting.
Freedom of Information	Non compliance with the requirements of the Freedom of Information Act 2000	L	Toft Parish Council has complied with the requirement to produce a Publication Scheme, and advertise information available on request.	Scheme to be updated as necessary.
Community				
Communication	Lack of awareness by the wider community of the role, and achievements of the Council.	M	Development of a Communication Strategy including publicising current Councillors, and their roles.	Introduction of Facebook & maintenance of village newsletter update of Council activities.
	Lack of involvement in key areas	M	Attendance at Management	Councillors to receive

	of local community life.		Committee Meetings of The People's Hall.	reports & minutes.
Resources	<p>Lack of support to parish, risking:</p> <ul style="list-style-type: none"> - ongoing assistance to Management Trustees running The People's Hall - oversight of footpaths, roads and bridges, planning and law & order issues; and - maintenance of seats, notice boards, village sign etc 	<p>L</p> <p>L</p> <p>L</p>	<p>The Council, as Custodial Trustee, maintains close contact with The People's Hall, providing financial assistance as required.</p> <p>Councillors (& Clerk) keep in close touch with officials and Councillors of SCDC and CCC; and Cambridge Constabulary.</p> <p>Annual Inspection of village facilities and roads.</p>	<p>Council appointment to the Management Committee appointed annually.</p> <p>Ongoing liaison to continue.</p> <p>Programme of works agreed annually</p>
Events	Health & Safety of residents and visitors	M	Written risk assessment carried out by Working Party and copied to Council.	Feedback provided to organisers when approval of event is confirmed.

Gail Stoehr
Clerk to Toft Parish Council
July 2022

TOFT PARISH COUNCIL

HOW TO COMPLAIN TO YOUR PARISH OR TOWN COUNCIL

The object of any complaints procedure is to put things right when they go wrong and ensure that mistakes do not recur in the future.

What constitutes a complaint?

A complaint is an expression of dissatisfaction by one or more members of the public about the parish council's action or lack of action or about the standard of a service delivered by the council.

The complaint may relate to an action taken or a service provided by the council itself or a person or body acting on behalf of the council.

What is a complaints procedure?

The way the council manages any report of a problem with the service you are getting or trying to get from the council, or a problem with things that the council does or doesn't do, is via a complaints procedure.

What can be expected?

The aims of a complaints procedure are to ensure the process is:

- well documented and publicised
- easy to understand and use
- helpful and receptive, not adversarial
- objective and based on clear procedures
- capable of putting things right where necessary
- sensitive to the needs and circumstances of the complainant
- adequately resourced and fully supported by the elected parish councillors & officers
- regularly analysed to spot patterns of complaint and lessons for service improvement

How to complain

Verbal complaint – these should be to the Clerk of the council and can be either as a simple phone call or in person. This type of complaint would be to report some minor matter or need for repair to property owned or operated by the council such as a failed street light. A verbal complaint will normally be dealt with directly by the Clerk without any need for a response. You may make a complaint to a councillor but under the legislation governing parish councils a councillor has no authority to act as an individual and must refer the matter to the Clerk.

Written complaint – to register a written complaint please obtain & complete a copy of the council's complaint form with any other information you wish to provide to support your complaint & then return it to the council's address. This should be addressed to the Clerk unless the complaint concerns the Clerk. In this instance the complaint should be sealed and addressed to the Chairman of the council and clearly marked "Council Chairman - Private and Confidential". Written complaints should be for matters of a serious nature and once resolved will be recorded in the council's minutes. However certain types of Human Resource or other sensitive issues may under certain parts of legislation be exempt from publication. You may also send a letter, fax or email of complaint to your council but the council may ask you to complete their complaints form as this allows the council to keep a consistent record of communications on complaints.

Nature of a complaint

Before making a complaint it is important to contact the council to ensure the council is the "Responsible Body" to handle the complaint. It is also important to clearly identify and document the details of the complaint. The way in which a complaint is handled is dependant on the nature of the complaint and different types of complaint will be handled in different ways. The following table summarises how different types of written complaint may be handled by the council.

Nature of the complaint	Who to complain to	How to complain	Who will deal with your complaint
Council <ul style="list-style-type: none"> • processes • procedures • services 	Contact the Clerk of the Council. The Clerk will provide you with a Complaint Form.	Complete the form and add any other relevant evidence to support the complaint. You should receive an acknowledgement from the Clerk in writing.	The Clerk or Council. The Clerk may deal with and respond to the complaint or the matter may be debated by the council at a council meeting and if so the Clerk's response will be based on the decision of the council.
Conduct of an Employee	Contact the Clerk of the Council. The Clerk will provide you with a Complaint Form.	Complete the form and add any other relevant evidence to support your complaint. You should receive an acknowledgement from the Clerk in writing. However if the complaint is about the Clerk the complaint should be sent to the Council Chairman, sealed and marked Private & Confidential.	The complaint may be resolved or escalated and be treated as an internal disciplinary matter to be dealt with under the council's employee disciplinary procedure. In the event that the matter escalates the council will provide a copy of the disciplinary procedure on request.
Financial Irregularity	Contact the Clerk of the Council. The Clerk will provide you with a Complaint Form.	Complete the form and add any other relevant evidence to support your complaint. You should receive an acknowledgement from the Clerk in writing.	The Clerk/Responsible Financial Officer of the council should endeavour to provide an explanation. If you are not satisfied you can report the matter to the External Auditor.
Conduct of a Councillor	Contact the Clerk of the council first in an effort to resolve the matter locally. The Clerk will provide you with a Complaint Form. If this fails contact the Monitoring Officer at the District Council or Unitary Authority. The Monitoring Officer will provide you with a Complaint Form to register a formal complaint.	Complete the form and add any other relevant evidence to support your complaint. You should receive written acknowledgement from the Clerk. Complete the form and add any other relevant evidence to support your complaint. You should receive written acknowledgement from the Monitoring Officer.	The Monitoring Officer. Matters may be lengthy if an investigation is undertaken. The matter may be referred for consideration.
Criminal Activity	Contact the police. They may ask you to complete forms or be interviewed.	This is a civil matter so complete any forms and provide any relevant written evidence to support your concern.	The police. Depending on severity, the matter may go to court.

Toft Parish Council Complaint Form

Name of Parish Council Toft Parish Council
Address 30 West Drive
 Highfields Caldecote
 Cambridgeshire
Post Code CB23 7NY

Date	
Name	
Address	
Postcode	
Daytime phone number	
Evening Phone number	
Nature of Complaint - please give details of:	
1. What you wish to complain about to the parish council?	
2. When & where the situation took place including if possible details such as time, day, date & location?	
3. The names & if possible contact details of any others involved?	
4. In your opinion, what action or decision would resolve the matter?	

To register a complaint please complete & return this form with any other information you wish to provide to support your complaint to your parish/town council.
 Please continue your comments on a separate sheet if necessary.

Information available from Toft Parish/Community Council under the model publication scheme

This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard copy and website	Free
Who's who on the Council	Noticeboard and website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard and website	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Clerk/RFO only	
Class 2 — What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy	10p per sheet
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members allowances and expenses	Not applicable	

Class 3 — What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Parish Plan (current and previous year as a minimum)	Electronic copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per sheet
Quality status	Not yet applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 — How we make decisions (Decision making processes and records of decisions)	(Hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council)	Monthly	
Agendas of meetings (as above)	Published on noticeboard	
Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy of written reports	10p per sheet
Responses to consultation papers	Hard (or electronic) copy	Free
Responses to planning applications	Electronic copy	Free
Bye-laws	Not applicable	
Class 5 — Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy Not applicable To be drafted SCDC model Communication	10p per sheet 10p per sheet
Policy statements		

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>To be prepared</p> <p>To be prepared</p> <p>To be prepared</p> <p>To be prepared</p> <p>To be prepared</p> <p>To be prepared</p>	
Information security policy	To be prepared	
Records management policies (records retention, destruction and archive)	In preparation	
Data protection policies	To be prepared	
Schedule of charges (for the publication of information)	Attached below	
<p>Class 6 — Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral list	Access only
Assets Register	Hard copy	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Not applicable	
<p>Class 7 — The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	

Parks, playing fields and recreational facilities	Electronic copy	Free
Seating, litter bins, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is Not applicable entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Gail Stoehr
 Clerk to Toft Parish Council
 Tel: 01954 210241
 Email: clerk@toft.org.uk or toftpc@lqs-services.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ current rate per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority



Data Protection Policy

Toft Parish Council

Compliance Failure Policy Template

Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that Councillors and Officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires Officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

Business purposes	<p>The purposes for which personal data may be used by us:</p> <p>Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.</p> <p><i>Council purposes include the following:</i></p> <ul style="list-style-type: none">- <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i>- <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i>- <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i>- <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i>- <i>Investigating complaints</i>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i>- <i>Monitoring staff conduct, disciplinary matters</i>- <i>Promoting Council services</i>- <i>Improving services</i>
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Personal data	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, market traders, hirers, correspondents</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records</i></p>
Sensitive personal data	<p><i>Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.</i></p>

Scope

This policy applies to all councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our Data Protection Officer, has overall responsibility for the day-to-day implementation of this policy.

Our procedures

Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities:

- Keeping the Council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis

- Assisting with data protection training and advice for all staff members and those included in this policy
- Answering questions on data protection from staff, council members and other stakeholders
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Toft Parish Council.
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing

Responsibilities of the IT Manager

- Ensure all systems, services, software and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the company is considering using to store or process data

Responsibilities of the Officers

- Approving data protection statements attached to emails and other marketing copy
- Addressing data protection queries from clients, target audiences or media outlets
- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy

The processing of all data must be:

- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice relating to on data protection.

The notice:

- Sets out the purposes for which we hold personal data on customers, employees, residents and service users
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that service users and correspondents have a right of access to the personal data that we hold about them

Sensitive personal data

In most cases where we process sensitive personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO.

Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks must be locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space
- Data should be regularly backed up in line with the council's backup procedures
- Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data Retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Subject Access Requests

Please note that under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO. Who may ask you to help us comply with those requests.

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Training

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure.

Training is provided through an in-house seminar on a regular basis.

It will cover:

- The law relating to data protection
- Our data protection and related policies and procedures.

Completion of training is compulsory.

GDPR and Data Protection Act Provisions

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. The following are details on how we collect data and what we will do with it:

What information is being collected?	
Who is collecting it?	
How is it collected?	
Why is it being collected?	
How will it be used?	
Who will it be shared with?	
Identity and contact details of any data controllers	
Retention period	

Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data

We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

Consent

The data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

Please refer to our Compliance Failure Policy for our reporting procedure.

Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal. A solicitor in breach of Data Protection responsibility under the law or the Code of Conduct may be struck off.

If you have any questions or concerns about anything in this policy, do not hesitate to contact the DPO.

To learn more, email ceo@lcpas.co.uk

Tel: 01284 776885

LCPAS, The Vision Centre, 5 Eastern Way, Bury St Edmunds, Suffolk, IP32 7AB



LONGSTANTON PARISH COUNCIL

Press and Media Policy

Based on the Model provided SLCC

Adopted: 9th May 2016

Amended

17th May 2021, min item 21-22/10n

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1 General Statement of Policy

- 1.1 The purpose of this policy is to define the roles and responsibilities within Longstanton Parish Council (the Council) for working with the press, radio, TV, Internet, etc. (the Media), and to deal with the day-to-day relationship between the Council and the Media.
- 1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the Media.

2 Key Aims

- 2.1 The Council is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media is crucially important in conveying information to the community and, as such, the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council, and to explain the reasons for particular policies and priorities.
- 2.2 It is important that the media has access to the Clerk/Members and to background information to assist them in giving accurate accounts to the public. To balance this, the Council reserves the right to defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 Legal Framework

- 3.1 The law governing communications in local authorities can be found in the Local Governments Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.
- 3.2 The Parish Council's adopted Standing Orders should be adhered to.

4 Processing of Personal Data

- 4.1 The Clerk and Members should always have due regard for the long-term reputation of the Council in their dealings with the media.
- 4.2 Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible, with appropriate action taken.
- 4.3 When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made. Whenever possible any information given to the press shall be given in writing so as not to leave interpretation open to misunderstanding and misreporting.
- 4.4 There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include release of personal information, such as home address and telephone number (although member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the Clerk before responses are made to the media.

- 4.5 When responding to approaches from the media, the Parish Clerk, Chairman and Vice-Chairman are authorised to make contact with the media.
- 4.6 Statements made by the Clerk, Chairman or Vice-Chairman should reflect the Council's opinion.
- 4.7 Other Councillors can talk to the media, but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.
- 4.8 There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn over several weeks. All correspondence must come from the Clerk.

5. Attendance of the Media at Council Meetings

- 5.1 The Local Government Act 1972 requires that agendas, reports and minutes are sent to the Media upon request.
- 5.2 The Media are encouraged to attend Council meetings and seating and workspace will be made available.
- 5.3 Filming or taping Council proceedings will be in accordance with the Council's Standing Orders.

6. Press Releases

- 6.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look at opportunities where the issuing of a press release may be beneficial.
- 6.2 The Clerk or any Member may draft a press release, however, they must all be issued by the Parish Clerk in order to ensure that the principles outlined in section 3 (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of press releases can be monitored.

7. Notices

- 7.1 The Council website and Facebook page will be used to convey information on matters of interest and latest news and will be updated regularly by the Clerk.
- 7.2 Council noticeboards will be used to advertise meetings

8. Urgent Situations

- 8.1 In the case of urgent actions being required in the absence of the members and officers with specific roles and responsibilities under this policy, the following delegations shall apply:
 - a. Vice-Chairman of the Council may act in the absence of the Chairman.
 - b. The Clerk may act in the absence of the Chairman or the Vice-Chairman.

Document History		
Status	Date	Version
Drafted by Libby White	May 2016	1.0
Draft to Council for debate	9 th May 2016	
Council Approved	9 th May 2016	
Amended: document made accessible and updates to item 4.3	10 th May 2021	2
Draft to Council for debate	17 th May 2021	
Council Approved	17 th May 2021	

TOFT PARISH COUNCIL MONTHLY FINANCIAL STATEMENT

May-26

Summary of previous month

Balance brought forward 99,181.38

Adjustments

Expenditure approved at previous / between meetings

SILVERTON BUILDERS	SOIL/SAND SEED	-94.98
ICO	DATA PROTECTION FEE	-52.00
G HARRISON	EXPENSES	-271.61
SALARIES		-192.50
MD LANDSCAPES	GRASSCUTTING	-525.00
UNITY TRUST	SERVICE FEE	-7.00

Credits

SCDC	PRECEPT	19,314.22
NATIONWIDE	BANK INTEREST	627.33

Total Adjustments 18,798.46

Balance revised after adjustments 117,979.84

Bank Reconciliation to latest statement

Account	Funds	Statement	Outstanding
Unity Trust Bank	79,148.57	79,148.57	0.00
Nationwide BS	38,831.27	38,831.27	
Total	<u>117,979.84</u>	<u>117,979.84</u>	<u>0.00</u>

Expenditure for approval

£

SALARIES		
MD LANDSCAPES	GRASSCUTTING	525.00
TOFT PEOPLES HALL	ROOM HIRE	15.00

540.00

Balance C/F 117,439.84

Ben Stoehr
Responsible Financial Officer

Notes:

Late invoices will be brought to the meeting