

# GULDEN MORDEN PARISH COUNCIL

## NOTICE OF MEETING

The First and Annual Meeting of the Parish Council will be held in the Village Hall  
on Monday 18 May 2026 at 7.30pm

***The Public and Press are cordially invited to be present***

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

*Ben Stoehr*

Ben Stoehr, Clerk  
11/05/2026

## 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 declarations of interest**
  - 4.1 To receive 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 requests as appropriate
5. **To approve the minutes of the last meetings on 16 March 2026 and 20 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 other local authorities and volunteers
  - 7.2 Review of the terms of references 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,
  - 7.5 Review and adoption of standing orders, financial regulations, risk assessment arrangements and other policies
  - 7.6 Review of arrangements (including legal agreements) with other local authorities not-for profit bodies and businesses
  - 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

### **Comments & observations from members of the public on items on the agenda below and from the County and District Councillors**

*(Please note that public participation shall not exceed 15 minutes and is limited to a max of 5 minutes per person. The Chairman has discretion to restrict the time allowed for each speaker)*

8. **To consider resolutions from the Annual Parish Meeting if any**
  - 8.1 (10.3) Speeding in the village

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- 8.2 (10.4) Request that the play area be cut as usual during No Mow May
- 9. To consider matters arising from last or previous meetings carried forward for discussion/decision**
- 9.1 (4.1) Provision of additional parking – to consider response from CCC if received
- 9.2 (4.2) Village Hall lease – to consider any updates <sup>(MEC)</sup>
- 9.3 (4.4) To consider the Village Hall survey – update <sup>(MAC)</sup>
- 9.4 (4.7) Painting of the lych gate – to consider quotations received
- 9.5 (6.1) Notice board in Church Street – to consider quotations if received <sup>(MAC)</sup>
- 9.6 (6.1) Letterbox for the Village Hall – update and to consider quotations if received <sup>(MAC)</sup>
- 9.7 (7.3) Offer of free beech tree – to consider proposed location <sup>(CG)</sup>
- 10. Financial, procedural and risk assessment matters**
- 10.1 To receive the financial report and approve the payment of bills
- 10.2 Risk assessments including play inspections and tree reports
- 10.3 To note actions taken under Clerk's delegated powers
- 10.4 To consider any matter which is urgent because of risk or health and safety
- 10.5 To consider the Annual RoSPA report
- 11. Members, Working Groups items for discussion and decision**
- 11.1 Proposal that the Parish Council considers introducing a clause to the allotment tenancy agreements requiring a minimum percentage of each plot to be cultivated annually <sup>(CG)</sup>
- 11.2 Proposal that the Parish Council sets up a Facebook page to share news, updates and events via the Guilden Morden Today community page. <sup>(CG)</sup>
- 11.3 Proposal that the Parish Council considers moving a bench in the cemetery to deter anti-social behaviour <sup>(CG)</sup>
- 11.4 Proposal that the Parish Council considers the recommendations of the working group concerning additional parking on the Recreation Ground on match days, pitch use and the location for various sports <sup>(KL)</sup>
- 12. To consider correspondence/communications received**
- 12.1 Relative request for permission to place a memorial bench in the village
- 12.2 Request for feedback on a local mobile grocery service
- 12.3 Resident – heap of spoil left on The Craft and possible felled tree
- 12.4 East Anglian Air Ambulance – Cambridge Air Base Appeal and request for publicity
- 13. To consider planning and tree works applications and decision notices received since the last meeting**
- 13.1 Planning applications received
- 13.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
- 13.3 SCDC Decisions and appeal notifications
- 13.4 Tree works applications
- 13.4.1 26/0380/TTCA – 87 High Street
- 14. Items for the next agenda and closure of meeting**

GILDEN MORDEN PARISH COUNCIL  
Clerk Report to the Parish Council meeting on 18 May 2026

**Where I have information to support the agenda this is below.**

Declaration of acceptance of office – members are requested to attend the meeting early so that they can sign their declaration of acceptance of office in front of the Clerk.

Newly elected members may not act as a councillor on the new Council until they have signed their Declaration of Acceptance of Office. The declaration must be made in the presence of the Council's proper officer and delivered to the Council at the first and annual meeting. This declaration must be made at or before the first meeting after the election. If you cannot do so, you should tell the Clerk, as the council can then consider if it agrees at this meeting that you can sign it at or before a subsequent meeting. If the Council does not grant a time extension then the member would be disqualified. Re-elected councillors have to sign again, as their term of office also ends four days after the elections. If you do not sign your declaration and if the Council does not make alternative arrangements for its signing you will cease 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**  
Cllr Lock to open the meeting and to invite nominations. Any nominations need to be proposed and seconded and voted upon. The elected Chairman to sign his/her declaration in front of the Clerk before the meeting continues.
- 2. To elect a Vice-Chairman**  
Again, please propose and second and vote on the nomination.
- 3. Delivery by councillors of their declarations of acceptance of office**
- 4. Apologies for absence and declarations of interest**
- 5. To approve the minutes of the last meetings on 16 March and 20 April – Attached.**
- 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**  
The Council only has standing delegations to the Clerk (and Chairman in some circumstances) as defined in Standing Orders.  
The Clerk has been authorised to administer the Burial Grounds and Allotments in line with the Council's policies, regulations and tenancy agreements.

The Council does not, at the moment, have any Committees. Instead it has favoured working groups being set up on specific topics to explore some topics in more depth than time generally allows at a meeting.

In the past to share its workload and to monitor areas of Parish Council responsibility between meetings the Parish Council has appointed a portfolio holder for each area. It is stressed that the Parish Council can not delegate decision making powers to one person or working group and therefore no individual member can commit the Parish Council to anything or indicate that the Parish Council has agreed to anything unless it is specifically minuted.

The Clerk administers the Council's business between meetings in line with Council policy and decisions.

The Council may be guided by last year's decisions below on its working group and areas of members responsibilities or decide to do something completely different this year. These do not have to be members of the Parish Council but it is useful for a member to be a 'link person' and ensure that a report is brought to the Parish Council as an when necessary.

- 7.2 Review of the terms of references for committees and working groups**

### 7.3 Receipt of nominations to existing committees and working groups

An extract from last year's May minutes is below:

RESOLVED that no committees were required.

Member responsibilities as listed in the Annual Report 2025 -26:

Website	Cllr Davis-Roach
Allotments/Craft	Vacant (Previously Cllr Newman) assisted by Ray Thompson
Affordable Housing	Cllr Frost
Play Inspection	Cllr Frost
Police liaison and Neighbourhood Watch	Cllr Davis-Roach
School Liaison Officer	Cllr Davis-Roach and Cllr Frost
Burial Grounds	Ken Lock
Environment Agency & Anglian Water Liaison	Cllr Lock
Finance	Cllr Frost
Planning	Cllr Michael Chapman
Recreation Grounds (includes Thompsons Meadow)	Vacant (Previously Cllr Dellar) assisted by Cllr Frost
Speedwatch Liaison	Cllr Lock
Transport & Transport Information	Vacant (previously Cllr Dellar)
Welfare Matters /Warden Scheme	Geoff Harper and Cllr Michael Chapman
Highways	Cllr Marian Chapman
Footpaths	Vacant (Previously Cllr Newman)
Gamut articles	Cllr Davis-Roach
Tree Monitoring Recreation Ground Cemetery and New Road Trap Road The Craft Pound Green, Dubbs Knoll Rd Ashwell Road Buxtons Lane, Ruddy Pit, The Vineyard Potton Road	Previously Cllr Dellar and Cllr Frost Vacant – (Previously Cllr Dellar and Cllr Newman) Vacant – (Previously Cllr Dellar) Vacant – (Previously Cllr Newman) Cllr Frost Vacant – (Previously Cllr Newman) Cllr Michael Chapman Cllr Frost

Sports Clubs Working Group (March 2026) – Cllr Michael Chapman, Cllr Philip Greenwood, previously Cllr Nik Buckland

To be appointed: Member with responsibility for checking the Defibrillator

### 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 and other policies

The existing Standing Orders, Financial Regulations (both based on NALC model policies), Risk Assessment and other policies are 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 cuts the highway verges under an agreement with CCC Highways in return for a fee (Agency Services). The Parish Council also cuts Buxtons Lane on behalf of CCC.

There are no delegations to any other local authorities

**7.7 Review of representation on or work with external bodies and arrangements for reporting back**

Last year:

Mobile Warden Scheme – Geoff Harper and Cllr Michael Chapman

Village Hall – Cllr Michael Chapman

Townlands Charity – Cllr Frost

Liaison with ZCM – Cllr Lock

**7.8 Review of inventory of land and assets**

The assets list is attached

Land – Cemetery New Road (freehold),

Recreation Ground(freehold),

Thompsons Meadow POS (freehold)),

The Vineyard (freehold)

Ruddery Pit (freehold)

Pump site, Dubbs Knoll Road (freehold)

Pound Green, (being registered with Land Registry)

The Craft (leased from Ely Diocesan Office)

**7.9 Review and confirmation of arrangements for insurance cover in respect of all insured risks**

The insurance policy with Clear Council (Ecclesiastical) is due for renewal on 1 October 2026.

**7.10 Review of the Council's and/or employees' memberships of other bodies**

The Council is affiliated to CAPALC & ICCM

The Council contributes towards the Clerk's SLCC affiliation

**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 does not appear to have a policy. Attached is a policy from another parish council for information.

**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**

During FY26 the Parish Council made the following S137 payments:

MAGPAS £500

East Anglian Air Ambulance £500

Mobile Warden Scheme £1000

**7.15 Setting the dates, times and place of ordinary meetings of the full Council**

The Council currently meets on the third Monday of each month. Full meetings are held in odd months and meetings in even months are for planning only.

**7.16 Review of dispensations required under the Code of Conduct to enable the Council to conduct its business**

**7.17 Review of banking arrangements and appointment of any bank signatories**

The Parish Council currently has bank accounts with Unity Trust Bank and Cambridge and Counties Bank. Signatories will be discussed at the meeting.

**7.19 Member training arrangements**

**Comments & observations from members of the public & County and District Cllr reports**

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

8.1 (10.3) Speeding in the village

8.2 (10.4) Request that the play area be cut as usual during No Mow May

**9. Matters arising from last or previous meetings carried forward for discussion/decision**

9.1 (4.1) Provision of additional parking – to consider response from CCC if received

9.2 (4.2) Village Hall lease – to consider any updates

Cllr Marian Chapman to report.

9.3 (4.4) To consider the Village Hall survey - update

Cllr Michael Chapman to report.

9.4 (4.7) Painting of the lych gate – to consider quotations received

Quotations received will be brought to the meeting.

The Parish Council to consider asking the Worboys Trust to contribute towards the cost.

9.5 (6.1) Notice board in Church Street – to consider quotations if received

Cllr Michael Chapman to report – quotations to be brought to the meeting if received.

9.6 (6.1) Letterbox for the Village Hall – update and to consider quotations if received

Cllr Michael Chapman to report – quotations to be brought to the meeting if received.

9.7 (7.3) Offer of free beech tree – to consider proposed location

Cllr Camilla Greenwood to report.

**10. Financial, procedural and risk assessment matters**

10.1 To receive the financial report and approve the payment of bills

Attached

10.2 Risk assessments including play inspections and tree reports

Appointed Councillors to bring these to the meeting

10.3 To note actions taken under Clerk's delegated powers

None at the time of writing

10.4 To consider any matter which is urgent because of risk or health and safety

10.5 To consider the RoSPA report if received

Attached

**11. Members, Working Groups items for discussion and decision**

11.1 Proposal that the Parish Council considers introducing a clause to the allotment tenancy agreements requiring a minimum percentage of each plot to be cultivated annually.<sup>(CG)</sup>

"Please could we add an item to the next agenda to consider introducing a clause to the allotment tenancy agreements requiring a minimum percentage of each plot to be cultivated annually? We currently have a plot that remains largely uncultivated, which is preventing others on the waiting list from making use of it. Ray Thompson has suggested 75%."

11.2 Proposal that the Parish Council sets up a Facebook page to share news, updates and events via the Guilden Morden Today community page.<sup>(CG)</sup>

"I would also like to propose that the Parish Council sets up a Facebook page to share news, updates, and events via the Guilden Morden Today community page. I would be happy to help set this up and manage it, and we could have multiple administrators to ensure continuity."

11.3 Proposal that the Parish Council considers moving a bench in the cemetery to deter anti-social behaviour.<sup>(CG)</sup>

"I was going to flag up with you was about drug use in the cemetery. I had suspected something was going on there for a while due to the odd unexpected car or moped parked there. When we did the litter picking we found little bags, little tin containers, vapes, monster cans and some alcohol cans. All of these were by the bench at the very back. I was going to suggest the option of relocating bench to a more prominent position closer to the front of the cemetery. This may prevent them meeting there??

I visited the site this evening and have attached some photos for reference. The bench currently being used for drug use/vaping is the one without a memorial plaque. However, it is bolted to the ground, so it may not be straightforward to relocate.

There is another bench in the far right corner which does have a memorial plaque. If the central bench is moved, there is a possibility that activity could shift to this one, so it may also need to be considered for relocation.

If the central bench is not a memorial bench, I would suggest removing it entirely and relocating the memorial bench. Hopefully, this would help discourage this activity from taking place in the cemetery.”

- 11.4 Proposal that the Parish Council considers the recommendations of the working group concerning additional parking on the Recreation Ground on match days, pitch use and the location for various sports <sup>(KL)</sup>  
Cllr Lock to report.

**12. To consider correspondence/communications received**

- 12.1 Relative request for permission to place a memorial bench in the village  
“My mum and I would very much like to have a memorial bench somewhere in the village where suitable in memory of my dad who has recently passed away.  
He lived in the village for over 10 years and was always out and about locally walking their dog. It would be a great comfort to us to have a bench somewhere he walked with the dog that we could visit.  
I understand from Heather that the next parish council meeting would be a good place to raise this.  
Unfortunately I have two small children and I’m not sure I could attend the meeting due to their bedtime.  
I wonder if you could help me and raise this for me at the meeting and see if we could get something arranged?  
I’d be most grateful if you could help and a bench could be allowed in his memory for his family.  
Thank you very much for your help.”

- 12.2 Request for feedback on a local mobile grocery service  
“I’m currently undertaking research into the viability of a small, independent mobile grocery service designed to serve rural villages in Cambridgeshire.  
  
The concept would involve a self-contained vehicle visiting villages on a scheduled basis (for example, a 1-hour weekly stop) to provide convenient access to everyday essentials such as fresh produce, dairy, household items and store-cupboard staples. The aim would be to support residents who may face challenges accessing larger supermarkets, including elderly residents, those without transport, and busy households.  
  
As part of this research, I am specifically focusing on shop-less villages with populations between approximately 600 and 1,400 residents, as these communities often fall into a gap where local retail provision can be limited while still having sufficient demand to support a regular service. Guilden Morden was identified as fitting within this range, which is why I am reaching out.  
At this stage, I am simply gathering feedback from parish councils to understand:
- Whether there is perceived demand within your parish
  - Whether similar services have operated locally before
  - Whether the parish would, in principle, be supportive of a small mobile retailer operating from a suitable agreed location
  - Any considerations (location, parking, permissions, sensitivities) I should be aware of
- I am very keen to ensure that any future service complements existing local businesses and aligns with community needs.  
  
If possible, I would greatly appreciate a brief response or the opportunity to discuss this with you for 10–15 minutes at your convenience.”

- 12.3 Resident – heap of spoil left on The Craft and possible felled tree

- 12.4 East Anglian Air Ambulance – Cambridge Air Base Appeal and request for publicity  
“With Cambridge Airport closing, we’ll soon lose one of the bases our crew call home, and with it the ability to deliver lifesaving care from the heart of the region. This puts half of our service at risk.

Now that we have planning permission to relocate our base to the outskirts of Fulbourn, we urgently need to raise £8.2 million to build it and protect lifesaving care for our community for decades to come.

Right now we need your help more than ever. Please help us to spread the word about our appeal and need for a new base by sharing our social media posts (links to our pages are below) with your audiences.

[Facebook](#)  
[Instagram](#)  
[LinkedIn](#)

You can also find out more about our plans [here](#) (including FAQs) and read the latest copy of [Lift Off](#).

Thank you so much for your continued support by hosting a clothing bank. If there is a problem with your clothing bank or you find that it is full sooner than expected between scheduled collections, please email [aaaa@recyclingsolutions.org.uk](mailto:aaaa@recyclingsolutions.org.uk) directly.”

- 13. To consider planning and tree works applications and decision notices received since the last meeting**
- 13.1 Planning applications received  
None at the time of writing.
- 13.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted
- 13.2.1 25/05060/OUT – Land east of Bells Meadow and south of New Road - Outline application for the development of up to 8 No. self/custom-build dwellings, internal road, open space, SuDS, landscaping, and associated works, with all matters reserved except for access – amendment  
The Councils previous response was re-iterated with additional comment that that the development cannot benefit Guilden Morden and the revisions change nothing.
- 13.3 SCDC Decisions and appeal notifications  
None.
- 13.4 Tree works applications
- 13.4.1 26/0380/TTCA – 87 High Street
- 14. Items for the next agenda and closure of meeting**

**GULDEN MORDEN PARISH COUNCIL****Minutes of the Meeting of the Parish Council held in the Village Hall  
on Monday 16 March 2026 at 7.30 pm**

Present: Cllrs: K Lock (Chairman), N Buckland, Michael Chapman (MAC), Marian Chapman (MEC), T Frost, C Greenwood, P Greenwood and R Newman.

In attendance: 5 members of the public, District Cllr H Williams and Mr Ben Stoehr (Clerk).

**1. To receive apologies for absence and declarations of interest****1.1 To receive written apologies and reasons for absence**

Apologies were received from Cllr Davis-Roach (unwell).

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

None.

**1.3 To receive written requests for dispensation for disclosable pecuniary interests (if any) and to grant any requests as appropriate**

None.

**2. To approve the minutes of the January and February meetings**

RESOLVED that the minutes of the meeting of 19 January be approved and signed by the Chairman, after an amendment under item 3.5, line 4, after “allocated to Guilden Morden,” to add the wording “The Parish Council is to make a contribution of 10%”. (Prop MAC, 2nd NB, unanimous)

RESOLVED that the minutes of the meeting of 16 February be approved and signed by the Chairman. (Prop NB, 2nd MAC, unanimous)

**3. To consider applications for co-option to fill casual vacancies**

The Chairman asked the two prospective candidates to introduce themselves.

Camilla Greenwood and Philip Greenwood spoke to their applications.

RESOLVED that Camilla Greenwood be co-opted as a member of the Parish Council. (Prop MAC, 2nd NB, unanimous)

RESOLVED that Philip Greenwood be co-opted as a member of the Parish Council. (Prop MEC, 2nd TF, unanimous)

Cllr Camilla Greenwood and Cllr Philip Greenwood signed their Declarations of Acceptance of Office before taking their seats.

On a proposition by the Chairman, it was agreed to vary the order of business to take items 7.2.2 and 7.2.1 next.

**7.1 Requests to use the Recreation Ground****7.1.2 Cam Valley Cricket Club – request to share use Recreation Ground for the coming season**

Mr P Furmston expressed concerns that the pitch would not be ready for use for cricket at the start of the season.

A discussion took place about the lack of contact from Cambourne Knights Cricket Club with either the Parish Council or Guilden Morden Cricket Club. Another request had been received from Cam Valley Cricket Club to use the pitch.

The Village Hall had reported that the Cambourne Knights Cricket Club had used the Village Hall as their mailing address and mail had been received. There had been no contact about the use of Cricket Club equipment until the Club members arrived last week.

RESOLVED to let Cam Valley Cricket Club know that the pitch was unplayable and no other team was currently playing.

RESOLVED having considered the condition of the pitch and a verbal report from GM Cricket Club to inform Cambourne Knights Cricket Club that the pitch was unplayable for this season.

RESOLVED that the Parish Council is minded to refurbish the pitch if Cambourne Knights Cricket Club or Cam Valley Cricket Club are willing to contribute 50% each of the costs of contracting a professional company to carry out the remediation of the pitch. <sup>(Prop MAC, 2nd TF, unanimous)</sup>

7.1.1 To consider request for the playing of touch rugby

RESOLVED to note that the Royston Rugby Club youth team currently play on Royston Heath but were under pressure to move. They had used the Recreation Ground after the Walking Football Club, using the lights. They had thanked the Parish Council for the use of the Recreation Ground over the winter.

RESOLVED that the Parish Council allows the use of the Recreation Ground and set up a working group to discuss a solution between the clubs.

RESOLVED that NB, MAC and PG should be on the working group, which will meet at 11am on 18 April. <sup>(Prop NB, 2nd MAC)</sup>

**Comments and observations from members of the public and from the County and District Councillors**

District Cllr Williams reported on:

- The Local Government Reorganisation consultation was now live.
- The Local Development Corporation consultation. If it proceeds it will take planning control over developments over 250 homes.
- The memorial bench request will be on the April agenda.
- A question was asked about the 4 day week. This would continue under the Unitary Authority.

County Cllr James Stewart reported on:

- Potholes. Cllr Stewart has been on the panel to look into pothole reporting and monitoring. He has raised numerous emails received about pothole issues with Highways.
- Education and a SEND school. Cllr Stewart is pushing for a new school rather than increased capacity at current schools.
- Residents were requested to report potholes as more reports increased the chance of their being repaired more quickly.
- Pothole crews have increased from 8 to 30 to tackle the backlog. There were some differences between the standard of repairs carried out by different crews. Cllr Stewart would like feedback so that he can take matters forward. Councillors provided details of local hotspots.

**4. Matters arising from last or previous meetings carried forward for discussion/decision**

4.1 (3.1 of 19.1.26) Provision of additional parking – to consider response from CCC if received

RESOLVED given that there had been no response, to re-send the email to Cllr Stewart.

4.2 (3.3 of 19.1.26) Village Hall lease – to consider any updates

Cllr Marian Chapman has chased this matter. The Village Hall solicitor has a few comments. An update is expected soon.

4.3 (3.4 of 19.1.26) To consider new equipment to replace the Trim Trail – to consider report and recommendation

Cllr Frost and Cllr Marian Chapman reported on the site meetings and quotations received. Companies will carry out a launch event if wished. The equipment is low maintenance with a 25 year warranty.

RESOLVED to accept the quotation from Fresh Air Fitness for £18,412.00 plus VAT, to be funded from S106 money. <sup>(Prop TF, 2nd MEC, unanimous)</sup>

RESOLVED that Cllr Frost should be the contact.

4.4 (4.2 of 19.1.26) To consider the Village Hall survey - update and to consider the next steps

Cllr Michael Chapman reported. The subsidence was first raised in 1992, and referred to in subsequent reports over the years. Quotes for remediation had been sought by him in 2021 for figures from approximately £21,000 to £34,000, plus approximately £15,000 for drain repairs, and the previous quotations were now very old.

RESOLVED that Cllr Michael Chapman should go back to the surveyor for a quotation to provide a specification and scope for works to enable quotations to be sought.

- 4.5 (5.1 of 19.1.26) Assertion 10 compliant websites - to consider a quotation from a website provider

RESOLVED, having noted the quotation, to stick with the current provider.

- 4.6 (9) Update on LHI application

Cllr Marian Chapman reported on the 20mph limit application which is in the course of being submitted.

RESOLVED The previous LHI application could be used to apply for either a possible new MVAS or to upgrade the existing one to solar power.

- 4.7 (5.1.1 of 17.11.25) Recreation Ground report - paint on the plinth of the roof support structure peeling off

RESOLVED, noting that this item referred to the Lych Gate, not the Recreation Ground, that Cllr Lock should take over responsibility for the cemetery and should contact Dan Horne for a quotation to paint it.

## **5. Financial, procedural and risk assessment matters**

- 5.1 To receive the financial report and approve the payment of bills

RESOLVED that the financial report be received and considered, and questions were asked and answered.

RESOLVED that that the payments as listed in the financial report (below), plus Guilden Morden Village Hall (Room hire) £72.00, CAPALC (Membership fee) £446.06 (to be paid after 1 April), Source for Business (Water bill) £136.69, and Root to Crown (Pub tree works) £1242.00, should be paid. (Prop TF, 2nd NB, unanimous)

Salaries		£1125.08
LGS Services	Admin support Feb	£980.65
LGS Services	Admin support Jan	£985.74
Roythornes	Interim Village Hall lease	£3000.00
Andrew Firebrace	GM Village Hall inspection	£900.00
BMS Technologies	MVAS battery	£138.84

Credits, including investment interest, cemetery fees and a VAT refund, were noted.

- 5.2 Risk assessments including play inspections and tree reports

RESOLVED to receive the reports. No issues had been reported.

Cllr Frost reported on an offer to clean the existing equipment.

RESOLVED that Cllr Frost should arrange this to coincide with the new equipment launch.

- 5.3 To note actions taken under Clerk's delegated powers

None.

- 5.4 To consider any matter which is urgent because of risk or health and safety

None.

- 5.5 To consider the Cemetery Fees update

RESOLVED to keep the fees as they are.

RESOLVED at the next review to include a report on how many plots are remaining.

## **6. Members, Working Groups items for discussion and decision**

- 6.1 Proposal that the Parish Council considers replacing the notice board at Avenells, Church Street

RESOLVED, subject to the permission of the residents of Avenells, to approve the installation of a replacement notice board which should be unlocked to allow the public to post material.

RESOLVED that Cllr Michael Chapman should obtain quotations for the notice board, to be approximately 1m x 1m in size.

RESOLVED that the Parish Council should purchase a letterbox for the Village Hall for public notices.

6.2 To consider approval of pitch treatment being carried out by the clubs

RESOLVED to chase Morden Magpies for an update on what they use for spraying.

**7. To consider correspondence/communications received**

7.1 Requests to use the Recreation Ground

7.2.1 To consider request for the playing of touch rugby

Taken earlier

7.2.2 Cam Valley Cricket Club – request to share use Recreation Ground for the coming season

Taken earlier.

7.2 Local Government Reorganisation consultation (deadline 26 March)

Noted.

7.3 HBN Trees – Offer of free beech tree

RESOLVED to accept the offer of a tree and that Cllr C Greenwood should discuss the possible location.

**8. To consider planning and tree works applications and decision notices received since the last meeting**

8.1 Planning applications received since the last meeting – to be considered

8.1.1 26/00799/LBC – 60 High Street – Replacement of 13 no. existing windows

RESOLVED to support the application. (Prop MAC, 2nd NB, unanimous)

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

None.

8.3 SCDC Decision notices, appeals notices, enforcement notices and planning correspondence for information only

8.3.1 25/05052/PRIOR – Morden Farm, 32 Trap Road – Conversion of existing barn to 1 no. residential dwelling house – Prior approval refused by SCDC.

8.3.2 25/04997/FUL – Cold Harbour Farm, Ashwell Road – Conversion of barn to one dwelling with associated gardens and parking area - Permission refused by SCDC.

8.3.3 25/03679/FUL – Land at 11 Dubbs Knoll Road – Erection of 2 storey 3 bed dwelling and outbuilding to the rear - Permission granted by SCDC.

8.4 Tree works applications

8.4.1 26/0113/TTPO – Elizabeth Close

RESOLVED that the Parish Council supports the application. (Prop MAC, 2nd NB, unanimous)

**9. Gamut items – to decide what is to be included in the next edition**

None.

RESOLVED with regard to the Annual Parish Meeting, that Cllr C Greenwood should post the agenda on Facebook and the notice boards, and that Cllr Buckland should print A5 copies for District Cllr Williams to distribute.

**9. Items for the next agenda and closure of meeting**

There being no other business, the meeting closed at 9.58 pm.

Signed \_\_\_\_\_ dated \_\_\_\_\_

**GULDEN MORDEN PARISH COUNCIL**

**Minutes of the Meeting of the Parish Council held in the Village Hall  
on Monday 20 April 2026 at 7.00 pm**

Present: Cllrs: K Lock (Chairman), N Buckland, Michael Chapman (MAC), Marian Chapman (MEC), T Frost, C Greenwood, P Greenwood and R Newman.

In attendance: Mrs A Griffiths (Minutes Secretary, LGS Services).

**Comments and observations from members of the public and from the County and District Councillors**

None.

**1. To receive apologies for absence, declarations of interest and requests for dispensation**

1.1 To receive written apologies and reasons for absence  
Apologies were received from Cllr Dellar (unwell).

1.2 To receive declarations of interests from councillors on items on the agenda  
None.

1.3 To receive written requests for dispensation for disclosable pecuniary interests (if any) and to grant any requests as appropriate  
None.

**2. To consider planning and tree works applications and decision notices received since the last meeting**

2.1 Planning applications received – to be considered

2.1.1 21/03250/CONDB – Orchard Cottage, 15 Dubbs Knoll Road – Submission of details required by conditions 3 (Scheme of ecological enhancement) and 6 (Water efficiency and specification) of planning permission 21/03250/FUL  
Noted for information only.

2.2 Planning applications for which a response has been made between meetings using delegated powers – to be noted  
None.

2.3 SCDC Decisions and appeal notifications and applications for information only  
None.

2.4 Tree works applications  
None.

**3. To consider any matter which is urgent because of risk or health and safety**  
None.

**4. To consider removal of dead branches on the trees at the Recreation Ground adjacent to Queen Elizabeth Close**

The Chairman reported that following concerns expressed by some residents of Moor Court about trees overhanging their properties, the tree surgeons had confirmed that some of the wood was dead and dangerous.

RESOLVED to note that the Chairman and Clerk together had authorised the removal of the dead wood and branches overhanging the gardens at the bottom of the Recreation Ground by Root to Crown for the sum of £450.00 plus VAT using delegated powers.

RESOLVED to accept a second quotation from Root to Crown for the removal of the remaining deadwood overhanging the Recreation Ground itself, for the sum of £450.00 plus VAT. And to accept a recommendation from a tree surgeon for preventative maintenance on a cherry tree for £250.00 plus VAT. (Prop MAC, 2nd JD-R, unanimous)

**5. Closure of Meeting**

There being no other business, the meeting closed at 7.15 pm.

Signed \_\_\_\_\_ dated \_\_\_\_\_



# **GULDEN MORDEN PARISH COUNCIL MODEL STANDING ORDERS**

**National Association of Local Councils (NALC)**

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

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## DRAFTING NOTES

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

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

## 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 chair 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 chair 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 chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their 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 chair 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 chair of the meeting.
- k One or more amendments may be discussed together if the chair 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 chair 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 they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their 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 chair 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 their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( ) minutes without the consent of the chair of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair 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 chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless

directed by the chair of the meeting.

- 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 chair 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 their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair 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 their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair 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 Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair 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 chair 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 their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair 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 their 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 their 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 chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair 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 Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair 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 Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and**

**shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair 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 Chair of the Council of their 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 Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair 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 chair 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 chair 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 chair 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 chair 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 chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this 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 they have 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 they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have 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 they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they 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 Principal 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 them. 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 their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. 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 [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (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 2 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 [60,000] or 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. 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. 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;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR [the ( ) committee] OR [the ( ) sub-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 chair of [the ( ) committee] OR [the ( ) sub-committee] or, if they are not available, the vice-chair (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 chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair 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 chair of [the ( ) committee] OR [the ( ) sub-committee] or in their absence, the vice-chair 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 chair or vice-chair 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 may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their 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 chair of a meeting as to the application of standing orders at the meeting shall be final.

**OTHER**

To delegate to the Chair and Vice Chair in conjunction with the Clerk to approve expenditure of up to £50.00 on each occasion.

**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 Nov20)

**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 Nov20)

# GULDEN MORDEN PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] 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 control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk [with the RFO] shall prepare, for approval by [the council], a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or a cheque signatory} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council {Finance Committee}.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider 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.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future 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.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. 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 documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

#### 4. Budget and precept

4.1. **Before setting a precept, the council must calculate its [council tax (England)/budget (Wales)] requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by [the council] at least annually in [October] for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the [Chair of the Council or relevant committee]. {The RFO will inform committees of any salary implications before they consider their draft their budgets.}

4.3. No later than [January] each year, the RFO shall prepare a draft budget with detailed estimates of all [receipts and payments/income and expenditure] for the following financial year {along with a forecast for the following [financial year]}, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. {Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council {finance committee} not later than the end of [November] each year.

- 4.6. The draft budget {with any committee proposals and [one-year]} forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the {finance committee and a recommendation made to the} council.
- 4.7. Having considered the proposed budget and [one-year] forecast, the council shall determine its [council tax (England)/budget (Wales)] requirement by setting a budget. The council shall set a precept for this amount no later than [the end of January] for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council {or relevant committee}.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£60,000] including VAT, the Clerk shall {seek formal tenders from at least [three] suppliers agreed by [the council]} OR {advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than [£2,000] excluding VAT the Clerk [or RFO] shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£500] and [£2,000] excluding VAT, the Clerk [or RFO] shall try to obtain 3 estimates {which might include evidence of online prices, or recent prices from regular suppliers.}
- 5.10. For smaller purchases, [the clerk] shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- [the Clerk], under delegated authority, for any items below [£500] excluding VAT.
  - the Clerk, in consultation with the Chair of the Council {or Chair of the appropriate committee}, for any items below [£2,000] excluding VAT.
  - {a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under [£5,000] excluding VAT}
  - {in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.}
  - the council for all items over [£5,000];

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£2,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services {above [£250] excluding VAT} unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by [the RFO].

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with [Unity Trust]. The arrangements shall be reviewed [annually] for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by [the RFO]. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council {or duly delegated committee}{or a delegated decision by an officer}, unless [the council] resolves to use a different payment method.
- 6.6. {For each financial year [the RFO] may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council {or a duly delegated committee} may authorise in advance for the year}.
- 6.7. {A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.}
- 6.8. {A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee} for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
  - i. {any payments of up to [£500] excluding VAT, within an agreed budget}.
  - ii. payments of up to [£2,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the 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}.
  - iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council {or finance committee}. The council {or committee} shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, [the RFO] shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify [a number of] councillors who will be authorised to approve

transactions on those accounts and a minimum of two people will be involved in any online approval process. {The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent [by email] to [two] authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two [councillors who are] authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online {and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [council] meeting {and appended to the minutes}.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for council banking.

## **8. Cheque payments**

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members]{and countersigned by the Clerk}.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. {Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council {or committee} meeting}. Any signatures obtained away from council meetings shall be reported to the council {or Finance Committee} at the next convenient meeting.

## **9. Payment cards**

9.1. 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.

9.2. 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].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk {and RFO} {specify other officers} and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used {under any circumstances.} OR {except for expenses of up to [£250] including VAT, incurred in accordance with council policy.}

## **10. Petty Cash**

~~10.1. {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.} OR {The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.}~~

- ~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- ~~b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

## **11. Payment of salaries and allowances**

- 11.1. As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council (or relevant committee).
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the [Secretary of State/Welsh Assembly Government] (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

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

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

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

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

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

13.6. ~~{The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date}. OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}~~

13.7. ~~{Where significant sums of cash are regularly received by the council, the RFO shall 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 record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}~~

13.8. ~~{Any income that 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.}~~

### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the

contract based on signed certificates from the architect or other consultant engaged to supervise the works.

- 14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

## **15. Stores and equipment**

- 15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}
- 15.2. 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.
- 15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}
- 15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their 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.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land 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. In each case a written report 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 where required by law).

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, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. 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.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

## **18. [Charities]**

- 18.1. 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.]

## **19. Suspension and revision of Financial Regulations**

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution 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 presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.

## Guilden Morden Internal financial controls, risk assessment and register

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**Table 1 Document version**

Version	Date	Notes
V01	27 May 2014	First draft created by Councillors Geoff Harper and Janet Townsend-Stojic (Financial Officers) in response to action agreed at Council meeting, May 2014
V02	29 May 2014	First draft refined by Councillor Janet Townsend-Stojic as agreed at meeting of the Financial Officers 27th May 2014
V03	2 June 2014	Revised after review by Councillors Geoff Harper and Janet Townsend-Stojic (Financial Officers), 2 June 2014
V04		

**Table 2 Definitions and acronyms**

Acronym	Definition
FO	Financial Overseer, Member appointed by PC to the role. If not present another member may be selected to carry out the functions
Quarterly	Quarterly events align with the financial year, unless otherwise stated i.e. June, September, December and March
Signatories	Any two Members, appointed by PC to the role

## 1 Internal controls

The purpose of the internal controls is to ensure there is adequate oversight and control over activities with a potential financial implication for the Parish.

Day-to-day management rests with the Clerk who is also the Responsible Financial Officer (RFO), who manages the Parish Council's accounts and risks and who reports to the Parish Council and makes recommendations as appropriate.

The ultimate responsibility for the Parish Council's accounts, assets and risk assessment rests corporately with the Parish Council, who must identify if any aspect of this procedure is weak or not being delivered effectively and must take steps to rectify the situation.

Table 3 lists the internal controls which the Parish Council adopts to meet its obligations relating to financial probity, health and safety and other risk management.

The appropriate frequency of checks of the internal financial controls are risks assessments are detailed in the table below and are carried out by nominated functions or roles, namely:

1. Parish Councillors (Members)
2. Financial Overseer (FO). This is one or more Parish Councillors appointed to carry out checks on the financial controls and risks and to make recommendations to the Parish Council
3. Parish Council appointed Internal Auditor (IA), who must remain independent and must not offer any advice or make recommendations

**Table 3 Summary of internal control policy and procedures**

Subject	Checks	Responsible	Minimum checking frequency
<p>1. GENERAL FINANCIAL MANAGEMENT</p>	<p>Review and report on general financial management for the PC, ensure PC's conclusions are minuted and actions followed up as appropriate. The review and report to include:</p> <ol style="list-style-type: none"> <li>1) Check the cash book is maintained, up-to-date and arithmetically correct</li> <li>3) Check all records agree with invoices and receipts</li> <li>4) Check statements provided by the RFO</li> <li>2) Verify balances against bank statements</li> <li>5) Review the bank reconciliation for each account and check that reconciliation is carried out regularly on receipt of statements</li> </ol>	FO	Quarterly
	<p>Review Internal Auditor's annual report, report to PC and ensure PC's conclusions are minuted</p>	FO	Annually (First full meeting after the Annual General Meeting)
	<p>Ensure all internal financial controls are documented. Check that they are appropriate and report to the PC, with recommendations if appropriate</p>	FO / PC	Annually
<p>2. STANDING ORDERS (FINANCIAL REGULATIONS)</p>	<p>Formally adopt Standing Orders</p>	PC	Annually (First full meeting after the Annual General Meeting)
	<p>Check that Financial Regulations meet current regulations and guidelines</p>	RFO Auditor??	Annually (First full meeting after the Annual General Meeting)
<p>3. PAYMENT CONTROLS INCLUDING FINANCIAL REGULATIONS</p>	<p>Ensure that the correct number of estimates, quotes or tenders are obtained to demonstrate effective competitive purchasing procedures</p>	FO	As required to procure services
	<p>Review all contracts placed by the Council to ensure they comply with the procurement process and meet the PC's objective, report to PC and ensure PC's conclusions are minuted</p>	FO	Annually

Subject	Checks	Responsible	Minimum checking frequency
	Check that proper purchasing authority exists and procedures are followed in procurement	FO	As required to approve payment or procure services
	Check that proper legal power has been identified for expenditure	FO	As required to approve payment or procure services
	Ensure that any payment is supported by a fully approved invoice consistent with the services procured. This includes re-imburement for the clerk where payment will be on receipt of an invoice which meets clerk's contract and authorisation requirements	FO	As required to approve payment or procure services
	Authorise all payments by formal resolution at a PC meeting in advance and at least two authorised signatories to sign all cheques at the meeting. In an emergency, payment will be authorised by the Clerk and or Chairman in accordance with Standing Orders and will be reported at the next PC meeting	SIGNATORIES & FO	As required to approve payment or procure services
	Only in exceptional circumstances may a member pay for services and claim for re-imburement. The emergency procedure described elsewhere in this section should be applied in preference. However should those exception circumstances arise, the member must obtain approval from the PC in advance on a written request for payment of out of pocket expenses (this may require evidence of value for money purchasing). The re-imburement will be made only where a receipt is provided.	PC	As arising
	Ensure that an officer or member having an interest in a payment is excluded from the approvals processes by leaving the part of the meeting during which the payment is considered and recommendation agreed (approval or otherwise)	PC	As arising
	Check that funds are available to meet all liabilities as they fall due	FO	As required to approve payment or procure services

Subject	Checks	Responsible	Minimum checking frequency
	Check whether VAT has been identified and reclaimed at appropriate intervals by the RFO	FO	Quarterly or as required by regulations, whichever is the most frequent
	Monitor and record Section 137 expenditure to ensure it complies with the total spending limit; limit per elector and approved purposes	FO	Quarterly or as required by regulations, whichever is the most frequent
4. BUDGETARY CONTROLS	Review the PC's budget, make recommendations and ensure conclusions are minuted	FO	Annually
	Ensure the Precept is as recorded in the budget	FO	Half yearly
	Report to PC on expenditure, variances in budget, make recommendations and ensure conclusions are minuted	FO	Half yearly
	Ensure adequate general reserves are maintained		Half yearly
5. INCOME CONTROLS	Collect income, including Precept, when it is due, record it accurately in the cash book and bank income promptly, normally within two days. Ensure that the income received is in agreement with the notification, if any (for example the District Council's notification of the Precept).	RFO	As arising (normally half yearly for the Precept)
	Check that cash security controls are adequate and effective	FO	Quarterly or in response to changed circumstances, whichever is the most frequent
6. PETTY CASH PROCEDURES	Any Councillor receiving cash on the PC's behalf must notify the RFO, promptly, normally within 1 working day, and make arrangements for the funds to be banked promptly, normally within 2 working days	Councillors	As arising
	Check that no petty cash is used.	FO	Quarterly

Subject	Checks	Responsible	Minimum checking frequency
7. PAYROLL CONTROLS	Check that PAYE is being operated as required by HMRC for employers	FO	Annually or as required by regulations, whichever is the most frequent
	Review the contract and performance against contract of the clerk and any other employee	PC	Annually, or as defined in the contract, whichever is the most frequent
	Check that salaries paid agree with those approved by PC	FO	Quarterly
	Agree, in advance additional hours and expenses which clerk or other employees may work in addition to those contracted on a case by case basis, normally only for defined large projects or to service additional PC meetings (attendance, minutes etc.).	Chairman	As arising
	Review payroll and administration costs against those of comparable Parish Councils, make recommendations to the PC and ensure conclusions are minuted	FO	Annually
	Ensure that any other payments to the clerk or other employees are reasonable based on the hours worked and expenses incurred.	FO	Annually
	Maintain an up-to-date register of risks. Identify and consider all risks as they occur and record them in the Risk Register	PC	As arising
	Review the Risk Assessment policy and the Risk Register; act on mitigation	PC	Annually, or when a change in circumstances is identified, whichever is the more frequent
	Check that the financial and investment risk profile is appropriate, balanced and recorded in the investment register. Make recommendations to PC, ensure decisions are minuted and actions followed up	FO	Annually
	8. RISK MANAGEMENT		

Subject	Checks	Responsible	Minimum checking frequency
	Check the status of assets recorded in the Assets Register and report findings from checks, including any change in risks associated with those assets	FO, Groundsman, tree representatives, clerk or other nominated individuals or groups as defined on the asset register or PC minutes	Annually or as defined in the asset register, whichever is the more frequent
	Check that the Register of Members' Interests is accurate	Members	Ongoing
	Maintain an up-to-date register of all material assets owned by the Parish Council in an Assets Register	FO	Annually
	Review the Asset Register and determine appropriate insurance values, make recommendations to the PC on insurance valuation and ensure valuations are revised according to PC decisions	Vice Chairman	Annually (November)
9. ASSET CONTROLS	Ensure that asset insurance agrees with the valuations in the asset register	FO	Annually
	Review the investment register	Quarterly	Quarterly
	Review logs of deeds etc. archived	FO	Half yearly
	Check that all original minutes are numbered in accordance with the PC's documentation numbering guidelines, as signed as a true record and that that the originals are kept safely	FO	Half yearly
10. YEAR-END PROCEDURES	Check that the year-end account has been prepared in accordance with the correct accounting basis	FO / PC	Annually

Subject	Checks	Responsible	Minimum checking frequency
11. GENERAL	Check that accounts agree with the cash book	FO / PC	Annually
	Check that there is an audit trail from the underlying financial records to the accounts	FO / PC	Annually
	Check that all debtors and creditors are recorded properly in the year end account	FO / PC Check with Gail. Is this recorded, does it need to be?	Annually
	Notify the public of its right to inspect the accounts	PC	Annually
	Display a copy of the statement of accounts following the completion of the audit	Clerk	Annually following PC approval of audit
	Review, approve (or make recommendations for changes if required) and sign year-end accounts to confirm approval	PC (Chairman to sign)	Annually (by end June)
	Consider the Statement of Assurance / Governance statement, complete in accordance with the requirements and sign	PC (Chairman to sign)	Annually
	Consider the observations by internal or external auditors, review any requests relating to the accounts and recommendations on appropriate measures, ensure these are minuted and implemented	PC	Annually
	Review the Health and Safety policy to ensure it meets regulatory requirements (mandated for councils with more than 5 employees), make recommendations to PC and ensure conclusions are minuted and acted on as appropriate	PC	Annually, or in response to a health and safety issue arising, whichever is the more frequent

Subject	Checks	Responsible	Minimum checking frequency
	Ensure that an up-to-date record of accidents which occur on PC land, assets or to staff or contractors during their work for the Council on PC land, is held in an accident book	Clerk	Ongoing
	Review the accident book and make recommendations to PC for improved procedures, if appropriate, and ensure conclusions are minuted and acted on		Annually, or in response to an accident being reported, whichever is the more frequent
	Appoint such professional advisors as required to advise PC on matters which are deemed to be beyond the remit of the Clerk or other employees.	PC	Ongoing

## 2 Risk register

The purpose of a risk register is to record risks which would have a sufficient impact to the Parish or the Council that it is appropriate to plan for the risk to arrive and to prepare mitigation measures.

- Registering a risk does not indicate that the Council believes the risk will arise. It only indicates that the Council believes it is prudent to consider such an eventuality.

Impact is a combination of the severity if the risk occurred and the likelihood of that risk occurring.

Some adopt a matrix based approach to assessing impact<sup>1</sup>

Guilden Morden Parish Council has chosen not to use a matrix but to assess each risk on its own merits and to prepare a proportionate action plan.

Table 4 is the register of risks identified and mitigations to reduce the impact, where practicable, of those risks

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<sup>1</sup> See for example, Health and Safety Executive, [www.hse.gov.uk/risk/faq.htm](http://www.hse.gov.uk/risk/faq.htm)

**Table 4 Risk register**

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#001	27 May 14	Services of clerk unavailable at short notice, indeterminate time (e.g. death, loss of building, withdrawal of services/ contractual dispute)	<p>Council unable to carry out any financial transactions as cheque book; contracts etc. all reside with the Clerk</p> <p>Council fails to comply with legal/regulatory requirements as Councillors are heavily dependent on the clerk</p> <p>Significant loss of knowledge of Parish Council history and decisions, etc. resulting in significant additional or duplicated effort, mistakes being repeated</p>	<p>Publish council minutes on the village website</p> <p>Maintain an up-to date record of the following;</p> <ol style="list-style-type: none"> <li>1) copies of council minutes</li> <li>2) electronic copies of all contracts with a duration of more than 6 months</li> <li>3) up-to-date log of all contracts with a duration of more than 6 months, or a value in excess of £2,500, and their renewal dates</li> </ol> <p>Back up that record at minimum quarterly and make it accessible to nominated Councillors (e.g. via protected Cloud based storage)</p>	Clerk & Chairman	Ask Gail what her other parishes do?

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#002	27 May 14	Irrecoverable loss of accounts, contracts, etc. (Loss of unbacked up hard drive. Destruction of original record e.g. fire, flood etc.)	Council can not full fill commitments Council is vulnerable to fraud as invoices/ contracts cannot be substantiated from its own records	Maintain an up-to-date separate and secure record of accounts Make copies of all deeds, leases or other legal documents and archive originals with the County Records Office or the PC's solicitor Maintain a current log of all deeds, leases, other legal documents and contracts held separately or archived Back up the record and log at minimum quarterly and make them accessible to nominated Councillors (e.g. via protected Cloud based storage)	Clerk & FO	File contracts of more than one month duration with
#003	27 May 14	Council unable to operate (e.g. dysfunctional, non-quorate meetings or insufficient councillors)	The council is not able to make decisions resulting in a degradation of services, failure to meet contractual commitments			Ask Gail what her other parishes do?

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#004	27 May 14	Collusion between councillors and or clerk (examples, cheque book signatories and clerk collude to transfer funds; chairman authorises additional work by the clerk which is not carried out)	Council defrauded of funds	All payments need 2 signatories. All claims require a receipt. There is no petty cash. Clerk holds the chequebook. All invoices may be viewed by Councillors Other than exceptional circumstances cheques are signed only at full council meetings		Consider whether it would be appropriate to require the signatories to be changed periodically, for example 2-3 years.
#006	27 May 14	Collusion between third party contractor and councillor (e.g. invoice submitted for work not carried out)	Council is defrauded of funds	Work above a certain value is always tendered Invoices are required for all claims		Decide on the value of contracts which should be reviewed by councillors. Consider whether more than one councillor should check that the work has been carried out in accordance with the contract; and different councillors should be nominated

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#007	27 May 14	<p>Non-operational village hall management committee results in failure to meet commitments relating to insurance and maintenance of the building. The risk is exacerbated because 1) The terms require all committee members to resign at the Annual General Meeting, so the likelihood peaks in April each year. 2) The Parish Council only has the right to retake the lease if a) the agreed rent (£1) is demanded by the council and b) that rent is not paid after 21 days. 3) Full Council meetings held only every 2 months. The Council may not be able to take action for at least one quarter.</p>	<p>Building becomes non-functioning (i.e. no access or control over keys held) resulting in loss of access of facility or inappropriate use. Claim against the Parish for injury or repairs.</p>	<p>Parish Council's representative reports regularly to the Council on current status of the hall management committee. Parish Council requests a copy of hall insurances annually. According to the Hall Declaration of Trust, the Parish Council has the right to "do all things necessary to effect or maintain such insurance and any moneys ... shall be repayable by the lessees".</p>		<p>Define a time limit after which the Parish Council will automatically take action to take out insurance. This is suggested to be 21 days after a copy of the insurance is requested (in line with the rent demand). Parish Council to review the insurance policy in order to assure itself that cover is adequate. Request the rent payment annually. Time the rent request to that the Council can act quickly after any failure to appoint a new committee at the April AGM.</p>
#008	27 May 14	Historic exposure to asbestos in village hall	Parish Council may incur significant costs for claims.			

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#009	27 May 14	Parish scale disaster Examples may include a plane crash or arson on a large scale	Limited impact on physical assets which are the responsibility of the Parish (see asset register)	Rely on third party's insurance and Parish Council's own insurance		
#010	27 May 14	Critical injury event involving a parish asset (e.g. hit by a tree, toxoplasmosis from the recreation ground causing a child's blindness, crash caused by pothole in Parish Car Park)	Financial claim against the Parish Council	Obtain suitable insurance		Check with Gail.
#011	27 May 14	Loss of funds via internet banking. E.g. inadequate controls on approving transactions	Only one person needed to transfer funds. Less oversight over transactions.	Avoid using internet banking until two person controls can be implemented		
#012	27 May 14	Loss of funds via internet banking e.g. Inadvertent security breach/ phishing	Inadvertent disclosure of security details	Avoid using internet banking until two person controls can be implemented		

Unique Risk ID	Date recorded	Description of the risk	Impact of risk if it occurred	Mitigations	Responsible	Next steps
#013	27 May 14	Poorly executed works and/or payment dispute with contractors due to poor or ambiguous specification of works	Financial impact on Council due to rework/ re-contracting Impact on Council's reputation resulting in good quality, value for money suppliers no longer wishing to provide services	More formal quotes. Seek fixed price contracts Two or more councillors to review contracts of more than a defined value		

**GUILDEN MORDEN PARISH COUNCIL - ASSETS REGISTER**

Asset	Location	Quantity	Date Purchased	Description	S/N	FY	FY	FY
						2024	2025	2026
Waste Bins	Around Village	5				£250.00	£250.00	£250.00
Dog Bins	Around Village	5	purchased 2001	Dubbs Knoll, Thompsons Meadow & Church St		£250.00	£250.00	£250.00
Seat	Ashwell Rd	1		Rec.Plastic		£500.00	£500.00	£500.00
Plastic Bollards	Rec Lockup	7	31/03/2003	donated filicris		£700.00	£700.00	£700.00
Plastic Bollards	Nr Pump	2				£200.00	£200.00	£200.00
Collapsible Bollard & Lock	Rec Ground Car Park	1	05/05/2021	Collapsible Bollard		£125.88	£125.88	£125.88
Collapsible Bollard & Lock	Rec Ground Car Park	1	08/08/2021	Collapsible Bollard		£125.88	£125.88	£125.88
Village Sign Mould	Village Hall loft	1						
Shed	Cemetery	1				£1,416.13	£1,416.13	£1,416.13
Seats	Cemetery	4	one donated 2007	Plaques Lilley, Barrett & Balfour		£1,600.00	£1,600.00	£1,600.00
Bench	Cemetery	1	donated 2021	Scots Stow donator MacKay		£399.00	£399.00	£399.00
Lych Gate	Cemetery	1				£1,888.13	£1,888.13	£1,888.13
Fencing	Cemetery			Iron Railings		£1,000.00	£1,000.00	£1,000.00
Posts & Wire	Cemetery			New Extension		£850.00	£850.00	£850.00
Notice Board	Cemetery	1	donated 2003	Filicris		£300.00	£300.00	£300.00
land	Cemetery					£1.00	£1.00	£1.00
P.C. Maps	Geoff Harper					£200.00	£200.00	£200.00
Parish Chest	Church	1				£250.00	£250.00	£250.00
Village Sign	Church St./Lane			Sign/ Post & Base		£3,164.76	£3,164.76	£3,164.76
Circular seat	Church St./Lane	1		Wooden		£1,977.96	£1,977.96	£1,977.96
			purchased March 2006	8m Glassfibre flag pole & ground collar with Union Jack & St George flags				
Flag pole & 2 flags	Church St/Lane	1				£1,000.00	£1,000.00	£1,000.00
Phone Box	Church St. & High St	2	Adopted 09/2010	Red BT Phonebox		£2,000.00	£2,000.00	£2,000.00
Grit Bin	Church St.		19/06/2014	Leaffield Grit Bin - Yellow		£170.00	£170.00	£170.00
Salt Bin	Connors Close	1	23/01/2013	Leaffield Salt Bin		171.00	171.00	171.00
Seat	Connors-Corner			slatted with concrete ends.		£400.00	£400.00	
Seat	Trap Road	2		1992		£800.00	£800.00	£800.00
Streetlight	Trap Road	1	purchased Dec 2005	Philips SGs201 35w lantern & PEC	o/s #4	£850.00	£850.00	£850.00
Post & Chains	Churchyard	8		Plastic Recycled NO Chains		£250.00	£250.00	£250.00
War Memorial	Churchyard	1		Stone Cross		£3,000.00	£3,000.00	£3,000.00
Wall	Churchyard	1		Perimeter to Road		£1,888.13	£1,888.13	£1,888.13
Churchyard mower	Churchyard	1	#REF!			£420.00	£420.00	£420.00
	Millennium sundial			concrete with brass dial		£1,500.00	£1,500.00	£1,500.00
Gates & Posts	Craft	2 + 4		Wooden		£400.00	£400.00	£400.00
Gate & post & rail fencing	Craft	1	purchased Oct 2005	Wooden 5' five bar field gate & 16.5m post & rail fencing		£450.00	£450.00	£450.00
No dog fouling signs	Various locations	12		with posts purchased May 2011 Algar		£700.00	£700.00	£700.00
Parish Pump	Dubbs Knoll Rd	1		Incl. Fence/Stonework		£1,582.34	£1,582.34	£1,582.34
Bus Shelter	Dubbs Knoll Rd	1	FY2015	Littlethorpe		£8,000.00	£8,000.00	£8,000.00
Bus Shelter	Foxhill	1		Wooden		£3,776.34	£3,776.34	£3,776.34
Seat	Fox Hill	1		F.W.Murfit 1989		£500.00	£500.00	£500.00
Seat	High Street	1				£500.00	£500.00	£500.00
Fuel Can	VH Shed	1		10Litre		£25.00	£25.00	£25.00
Strimmer/brush-blade	VH Shed	4		Kawasaki TG33-14 SG8-0JL Husvarna 235R with blade, goggles etc	31722	£318.27	£318.27	
Strimmer	VH Shed	4	46/03/2006		20054400425	£318.27	£318.27	
Footway light	New Road	1	purchased Dec 2005	Philips SGs201 35w lantern & PEC	opp #2	£850.00	£850.00	£850.00
Seat	Pound Green	1		A. Worboys		£500.00	£500.00	£500.00
Land	Pound Green	1				£1.00	£1.00	£1.00
Waste Bins	Recreation Grd	8	purchased Sept 2020	Gasdon Topsy		£1,287.12	£1,287.12	£1,287.12
Waste Bins	Recreation Grd	1	purchased March 2021	Gasdon Topsy Nr Nets		£174.13	£174.13	£174.13
Container	Recreation Grd	1	Nov-24	Metal Shipping Container			£1,755.00	£1,755.00
Container	Recreation Grd	1		Green 10' x 8'		£300.00	£300.00	£300.00
Line marker	Recreation Grd	1				£200.00	£200.00	£200.00
Seats	Recreation Grd	9		Various		£5,098.09	£5,098.09	£5,098.09
Picnic Table	Recreation Grd	1	donated fy 2002/3	Rec.Plastic/Filicris		£420.00	£420.00	£420.00
Fencing	Recreation Grd		fy 1999	Daylap		£900.00	£900.00	£900.00
Signs	Recreation Grd	2	fy 1999 filicris	Dog Fouling/VH Car Park		£120.00	£120.00	£120.00
Parish Notice Board	Recreation Grd	1	03/04/2000	Filicris		£566.41	£566.41	£566.41
Gates - Set of	Recreation Grd	1		Entrance		£500.00	£500.00	£500.00
Shed	Recreation Grd	1				£1,416.13	£1,416.13	£1,416.13
land	Recreation Grd					£1.00	£1.00	£1.00
Sign	Recreation Grd	1	FY 2009 Filicris	NO DOG FOULING*		£270.00	£270.00	£270.00
Play equipment	Recreation Grd		FY 2009 Phoenix			£109,452.80	£109,452.80	£109,452.80
Sign	Recreation Grd	1	Jul-15			£97.30	£97.30	£97.30
Memorial Bench	Recreation Grd	1	ed by Nita Webb July	Memory of Paul Webb nr Bells Meadow		£1.00	£1.00	£1.00
Dogs on leads Sign	Recreation Grd	1	Fy17	DOGS ON LEADS		£155.00	£155.00	£155.00
No Kites sign	Recreation Grd	1	FY19	A3 size		£56.50	£56.50	£56.50
No dog fouling signs	Recreation Grd	8	FY19			£74.90	£74.90	£74.90
Mower Shed	Recreation Grd	1		Previously in Vicarage Garden		£300.00	£300.00	£300.00
Fencing	Ruddery Pit	400+yds		Incl.Posts		£500.00	£500.00	£500.00
Gate	Ruddery Pit	1				£200.00	£200.00	£200.00
Rabbit Traps	Ruddery Pit	3		Galv.Drop Traps Incl Padlocks		£150.00	£150.00	£150.00
Signs	Village Hall	2		Best Kept Village 1989&92		£100.00	£100.00	£100.00
Sign	Village Hall	1		Guilden Morden VC		£100.00	£100.00	£100.00
Posts	Vineyard	80+		Wooden		£100.00	£100.00	£100.00
Leppers	VH Shed	4				£25.00	£25.00	
Post Hole-Borer	VH Shed	4	purchased 1999	REMOVED-2025		£35.00	£35.00	
Posts/Stiles						£1,000.00	£1,000.00	£1,000.00
kissing gate	FP 33 & 66	1	purchased 2005/6	Woodstock 12 gate (Roland Fletcher)		£450.00	£450.00	£450.00
kissing gate	FP24		purchased 2005/6	Marlow 7 self closing		£350.00	£350.00	£350.00
Bridges						£600.00	£600.00	£600.00
Funeral Bier	Royston Museum	1	Apr-84	Wood		£1.00	£1.00	£1.00
Defibrilator	Village Hall	1	gifted 2016/17			£1.00	£1.00	£1.00
Defibrilator Cabinet	Village Hall	1	Jun-23	yellow metal lockable cabinet.		£620.00	£620.00	£620.00
Portable PA system	Village Hall	1	purchased Nov 2023			£295.00	£295.00	£295.00
Parking Sign		1	Jan-17			£127.26	£127.26	£127.26
Litter picking equipment	Rec Ground Shed	20	Nov-19	gifted by SCDC		£1,000.00	£1,000.00	£1,000.00
Litter picking tools	Rec Ground Shed	20		donated by SCDC		£20.00	£20.00	£20.00
MVAS + BATTERY		1	Jan-20	Morelock		£2,543.00	£2,543.00	£2,543.00
MVAS		1	Sep-20	Morelock		£2,595.00	£2,595.00	£2,595.00
LITTER SET picker hoop glc	Litterpicking	9						£1.00
						£177,771.74	£179,526.74	£179,526.74
Village Hall				EPC Certificate to 12 Feb 2035		£267,809.00	£267,809.00	£267,809.00
						£445,580.74	£447,335.74	£447,335.74

# **GUILDEN MORDEN 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.

<b>Nature of the complaint</b>	<b>Who to complain to</b>	<b>How to complain</b>	<b>Who will deal with your complaint</b>
Council <ul style="list-style-type: none"> <li>• processes</li> <li>• procedures</li> <li>• services</li> </ul>	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.

## Guilden Morden Parish Council Complaint Form

**Name of Parish Council**      Guilden Morden 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.



# Data Protection Policy

*Guilden Morden 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

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<b>Business purposes</b>	<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"><li>- <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i></li><li>- <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i></li><li>- <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i></li><li>- <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i></li><li>- <i>Investigating complaints</i></li><li>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i></li><li>- <i>Monitoring staff conduct, disciplinary matters</i></li><li>- <i>Promoting Council services</i></li><li>- <i>Improving services</i></li></ul>
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<b>Personal data</b>	<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

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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

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### 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 Guilden Morden 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

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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

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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

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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](mailto:ceo@lcpas.co.uk)

Tel: 01284 776885

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

## Information available from GILDEN MORDEN Parish Council under the Freedom of Information Act 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
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		See table of fees below
Who's who on the Council and its Committees	hard copy (all) noticeboard (Council) website (Council)	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy (all) website	
Location of main Council office and accessibility details	Website and noticeboard	
Staffing structure	Hardcopy	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	
Annual return form and report by auditor	Hardcopy	
Finalised budget	Hardcopy	
Precept	Hardcopy	

Borrowing Approval letter	Hardcopy	
Financial Standing Orders and Regulations	Hardcopy	
Grants given and received	Hardcopy	
List of current contracts awarded and value of contract	Hardcopy	
Members' allowances and expenses	Hardcopy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Xxx	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy and website	
Quality status	Hardcopy	
Local charters drawn up in accordance with DCLG guidelines	Xxx	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy	
Agendas of meetings (as above)	Hardcopy (all)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	
Responses to consultation papers	Hardcopy	
Responses to planning applications (exclusions copies of planning consultations, the Development plan, Local Plan, Public Rights of Way maps which are available from either the District or County Council)	Hardcopy	
Bye-laws (None specifically published by the Parish Council but Dog fouling	Xxx	

byelaws for public open spaces available via the District Council)		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) 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 Policy statements	Hardcopy	
Policies and procedures for the provision of services and about the employment of staff: (Exclusions – personal records of staff i.e. appraisals, employee specific details, disciplinary records, sickness records and the like being protected under the Data Protection Act) Internal policies relating to the delivery of services Equality and diversity policy (Equal opportunities and Race relations) Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy	
Information security policy	Hardcopy	
Records management policies (records retention, destruction and archive)	Hardcopy	
Data protection policies	Hardcopy	
Schedule of charges (for the publication of information)	Hardcopy	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register (including details of commons/village greens and other lands owned by or leased to the parish Council)	Hardcopy	
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)	Hardcopy	
Register of members' interests	Available for public inspection or from Hunts District Council	
Register of gifts and hospitality	Public inspection	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments (Exclusions – individual tenancy agreements and rent payment records both under privacy and data protection laws)	Hardcopy	
Burial grounds and closed churchyards (location, plans and general policies only. All documentation relating to individual applications and registrations both under privacy and data protection laws)	Hardcopy	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hardcopy	
Bus shelters	Hardcopy	
Markets	Xxx	
Public conveniences	Xxx	
Agency agreements	Hardcopy	
A summary of services for which the council is entitled to recover a fee, together	Hardcopy	

with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Risk assessment Policy	Hardcopy	
Declaration of acceptance of office (members and Chairman) e.g. quotations before Council decision, loan documents and insurance policies.	By inspection	
Analysis of responses received to public consultations	Hardcopy	
Arts, entertainment and tourism information (This relates to information produced by the Parish Council only)	Hardcopy	
Best Value Plan and review (information which encompasses the duty owed by a Parish Council to the local people, to provide good quality of services and to marshal such services across its entire area)	Xxx	

**Contact details:** Mrs Gail Stoehr, Clerk, Guilden Morden Parish Council, 30 West Drive, Highfields Caldecote, Cambs, CB23 7NY Tel & Fax: 01954 210241 email: parishclerk@guildenmorden.org.uk

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet A4 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Electronic copies by email	Free
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b> Cemetery fees searches and copies	Details as published in the cemetery schedule of fees	

\* the actual cost incurred by the public authority

Xxx not applicable to the Parish Council at the present time



# LONGSTANTON PARISH COUNCIL

## Press and Media Policy

Based on the Model provided SLCC

Adopted: 9<sup>th</sup> May 2016

Amended  
17<sup>th</sup> 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.

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





IN LOVING MEMORY

Ann & Lou Barratt  
Former residents  
of the village



**GILDEN MORDEN PARISH COUNCIL FINANCIAL STATEMENT**

May-26

**Summary of Month**

£

**Balance brought forward**

**152,776.73**

**Adjustments/Corrections**

**Expenditure approved at last/between meetings**

UNITY TRUST	SERVICE CHARGES	-14.00
ROOT TO CROWN	TREE WORKS	-1242.00
CAMBRIDGE WATER	ALLOTMENT WATER	-136.69
GM VLLAGE HALL	ROOM HIRE	-72.00

**Receipts**

WORBOYS	FLOODLIGHT TRUST	100.00
SCDC	PRECEPT	25000.00
UNITY TRUST	CREDIT INTEREST	131.66

*Total Adjustments* **23766.97**

**Balance revised after adjustments** **176543.70**

**Bank Reconciliation**

<b>Account</b>	<b>Funds</b>	<b>Statement</b>	<b>Outstanding</b>
Unity Trust Bank Current Acc	44,894.02	44894.02	0.00
Unity Trust Bank Savings	25,660.19	25660.19	
Barclays Business Premium Accou	17,256.71	17256.71	
Cambridge & Counties Account	88,732.78	88732.78	
<b>Total</b>	<b>176,543.70</b>	<b>176,543.70</b>	<b>0.00</b>

**Expenditure for approval at meeting**

£

SALARIES		869.13
CAPALC	AFFILIATION FEE	446.06
ROOT TO CROWN	REC GROUND TREE WORKS	540.00
MD LANDSCAPES	GRASSCUTTING	1540.00
HUNTS AND COOMBS	POUND GREEN INTERIM REG	343.20
SUFFOLK CC	STREETLIGHTING ENERGY	496.90
CARTER JONAS	LEASE	350.00
LGS SERVICES	ADMIN SUPPORT APRIL	1113.54
LGS SERVICES	ADMIN SUPPORT MARCH	1001.63

6700.46

**169,843.24**

Ben Stoehr  
Responsible Financial Officer

Notes:

*Late invoices will be brought to the meeting*