

# **UPTON GREY PARISH COUNCIL**

## **Minutes of the Upton Grey Parish Council meeting held in the Village Hall on 18 July 2019 at 7.00pm**

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**In attendance: - Cllr C Holroyd, Cllr N Ralls, Cllr A Barker, Cllr P Barnes and Cllr T Harman**

Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengthsman), PC Andy Reid, and County Councillor Anna McNair Scott

### **Draft minutes subject to confirmation**

**001/FC/07/19-20 Receive and accept apologies for absence**

None received

**002/FC/07/19-20 Receive and note any declarations of interest relevant to the Agenda**

None received

**003/FC/07/19-20 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 20 June 2019**

As Chairman of the previous meeting the Vice Chairman signed as a correct record the minutes of the Parish Council meeting held on 20 June 2019

**004/FC/07/19-20 Open the meeting to members of the public**

4 members of the public attended the meeting

2 residents put forward their views regarding agenda item

006.2/FC/07/19-20. The following points were raised:

The Conservation Area Map highlights that in the field over the track across from the end of Cleves Lane (behind the barn) is a 'Vista' which is defined as an 'Important General View Especially of the Wider Landscape Setting'. Will the conversion be in line with this designation?

Residents understand there is an intention to seek a change of use of the paddock, is this correct?

Will access to the properties only be from the Upton Grey Road (Greywell Road) (i.e., not an extension of Cleves Lane or change of use of the farm track)?

What will happen to the field behind the barn? Will this remain agricultural or become part of the barn conversion's garden(s)?

The online application drawings show a proposed barn conversion incorporating 5 dwellings within one building

Is the change of use of the barn, which is only a frame and roof and no walls, continuous?

The property design appears fairly industrial. Is this in keeping with the village?

Will the whole property be exactly the same footprint as the existing barn?

**005/FC/07/19-20 Receive reports**

PC Andy Reid, the Parish Lengthsman and County Councillor Anna McNair Scott presented reports, these can be found in Appendix A.

**006/FC/07/19-20 Consider and discuss the following planning applications:**

**006.1/FC/07/19-20 Erection of double garage to side elevation Gatesgarth, Cleves Lane, Upton Grey, RG25 2RG**

**Reference 19/01658/HSE**

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

**006.2/FC/07/19-20 Notification of proposed change of use of agricultural building to 5 no. dwelling houses (Class C3) and for associated operational development**

**Land At 469915 149002 Upton Grey Hampshire**

**Reference 19/01654/GPDADW**

The Parish Council discussed the application and it was resolved to submit the comment of **objection** for the following reasons:

Upton Grey Parish Council does not believe that the application is a valid implementation of change of use under permitted development (Class Q)

In summary this is based on 3 main points of objection, namely that:

1: it fails to meet the criteria under Class Q because the building is not suitable for conversion as defined

2: It does not meet the requirements for good design in its rural context close to the Conservation Area and public rights of way.

3: The Parish Council queries whether the structure is capable of supporting the additional materials required for conversion

And the observation:

4: In the Parish Councils opinion the scheme does not appear a credible development in its own right, and on balance is likely to be a precursor for an alternative proposal

The full response from the Parish Council can be found on the planning pages of the Basingstoke and Deane website

**006.3/FC/07/19-20 Yew tree: prune back the overhang from lane and substation to give a clearance of 2.2 m to ensure phone cable has a clear pathway**

**Sycamore Cottage, Church Street, Upton Grey, RG25 2RA**

**Reference T/00291/19/TCA**

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

## 007/FC/07/19-20 Update on previous planning applications

Since the Parish Council meeting in June Basingstoke and Deane Borough Council have approved the following tree works applications:

T/00228/19/TCA Meadowside, Upton Grey, RG25 2FE

T/00238/19/TCA Upton House, Upton Grey, RG25 2RE

T/00251/19/TCA 13 Little Hoddington, Upton Grey, RG25 2RN

T/00170/19/TCA The Red House, Upton Grey, RG25 2RX

Since the Parish Council meeting in June Basingstoke and Deane Borough Council have approved the following planning applications:

19/00059/FUL Reynard House, Upton Grey, RG25 2RJ

19/01022/HSE The Red House, Upton Grey, RG25 2RX

19/01138/LBC Hoddington House, Upton Grey, RG25 2RN

## 008/FC/07/19-20 Approve the Electronic Payment request for July

The Electronic Payment request as shown below was approved for payment:

Upton Grey Parish Council - July 2019 Electronic Payment Request - payments authorised by Cllr C Holroyd and Cllr N Ralls

To	Item	Amount	Invoice number
<b>Staff</b>	Salary July 2019	£576.00	
	Expenses July 2019	£76.00	
	Total	<b>£652.00</b>	7/19
<b>Staff</b>	Salary July 2019	<b>£44.40</b>	
<b>HMRC</b>	Tax & NI July 2019	<b>£11.00</b>	
	Total	£55.40	July
<b>Saunders Landscape</b>	Maintenance July 2019	<b>£215.00</b>	1265
<b>Hampshire Association of Local Councils</b>	Knowledge and Core Skills Training for Cllr Barker	<b>£114.00</b>	INV-3473
<b>Hook Parish Council</b>	Knowledge and Core Skills Training for Cllr Barnes	<b>£50.00</b>	tbc
<b>Upton Grey Village Hall</b>	Room Hire (Jan-June)	£63.00	
	Shop Rent (Jan-June)	£600.00	
	Total	<b>£663.00</b>	5 July 2019
<b>Campaign to Protect Rural England</b>	Membership Renewal	<b>£36.00</b>	187082

Due to there being no meeting in August the Electronic Payment request for August, as shown overleaf, was also approved for payment on 16 August 2019. Any other bills that arise will be authorised at the September meeting

To	Item	Amount	Invoice number
Staff	Salary August 2019	£576.00	
	Expenses August 2019	£18.00	
	Total	<b>£594.00</b>	8/19
Staff	Salary August 2019	<b>£44.20</b>	
HMRC	Tax & NI August 2019	<b>£11.20</b>	
	Total	£55.40	August
Saunders Landscape	Maintenance August 2019	<b>£215.00</b>	tbc

**009/FC/07/19-20 Note the current financial situation and sign bank statements**

The current financial situation was noted and can be found in Appendix B. The bank statements were signed and reconciled, with the balances being:

**Current Account: £8446.31**

**Savings Account: £15290.85**

**010/FC/07/19-20 First Quarter Accounts**

The First Quarter Accounts were presented by the Clerk and can be found in Appendix C

**011/FC/07/19-20 Discuss arrangements for the Parish Council payroll**

The payroll has been managed by a volunteer in the village for a number of years. The payroll software costs £72 plus VAT each year. As Upton Grey are now the only extra payroll which the volunteer produces through their company this fee would now need to be invoiced to the Parish Council. Alternatively the Parish Council could purchase a software package or use the free HMRC software and manage the payroll themselves. Due to the Clerks current workload and to protect the Parish Councils risk it was resolved to continue with the payroll being actioned by a volunteer. The Clerk would ask for an invoice to be issued for payment

**012/FC/07/19-20 Discuss method of payment for the Clerks salary**

It was discussed and agreed that the Clerks salary could be paid by Standing Order starting from September 2019. It was also agreed to place payment for the maintenance contract on a Standing Order from September 2019 until the end of the current contract, April 2020

**013/FC/07/19-20 Discuss the allocation of roles and responsibilities for Councillors**

The allocation of roles and responsibilities was discussed. The following roles and responsibilities were agreed:

Cllr Holroyd: Chairman, Policies and Standing Orders, liaison with Village Hall Committee and village shop

Cllr Ralls: Vice Chairman, planning below the Greywell Road (including arranging visits with another Councillor as appropriate)

Cllr Barnes: Roads and planning above the Greywell Road (including arranging visits with another Councillor as appropriate)

Cllr Barker: Facebook notices, playground, liaison with Village History Society

Cllr Harman: Finances, point of contact for clerk regarding budget calculations, help with Parish Council grant applications

#### **014/FC/07/19-20 Update on road safety from the Parish Clerk**

The following points were raised in the June meeting for the clerk to action, the updates are beneath each point:

- **Speak to PC Andy Reid regarding the Police stance on cyclists, ie the speed at which they sometimes travel and groups of cyclists riding two and often more abreast**

PC Andy Reid advised that unfortunately the law is very grey when it comes to cycling offences in that although it is an offence to 'ride a cycle on a road / bridle way/footpath without reasonable consideration for others', it does not state what reasonable consideration actually is. Most cycle clubs tell their members to cycle single file etc. so there are 'best practice' rules but little in law

- **Explore the possibility of either hiring or purchasing a 'Speeding Initiative Automated Number Plate Recognition Camera (ANPR)' or another type of speed camera for use in the village**

PC Andy Reid has advised that Preston Candover Parish Council have purchased a Speed Indicator Device (SID) which they hire out to Parish Councils. It was agreed that Cllr Barnes will communicate with Preston Candover regarding fees and the possibility of Upton Grey Parish Council hiring the SID. The Clerk will research the cost of purchasing an SID.

PC Andy Reid also advised that Cliddesden Parish Council had previously purchased some Speed indicating equipment which he understood is no longer being used. It was agreed the Clerk will find out further information from Cliddesden Parish Council, with the view to possibility purchasing their equipment.

The Clerk had also spoken to Baughurst Parish Council regarding the Community Speedwatch Scheme. This scheme would need to involve a number of volunteers from the village (at least 10) who would be trained how to use a handheld SID. Baughurst Parish Council own such a device which they rent out, along with the high visibility jackets for volunteers, at a cost of £100 for 4 rentals

- **Speak to our County Councillor, Anna McNair Scott, regarding the possibility of further reducing the speed limit in and out of the**

**village and ask if she might like to attend a Parish Council meeting to discuss road safety in the village**

County Cllr Anna McNair Scott attended the meeting and presented her report (Appendix A)

- **It has been noted that the entrance to the new building site on Weston Road isn't very safe ie, large holes with only plastic fencing around it. The Clerk is to contact both the developer and Hampshire County Council to ask that this is rectified**

After the Parish Council meeting in June the Clerk contacted both the developer and HCC. This problem has now been rectified.

Road safety in Upton Grey will be discussed further at the September Parish Council meeting

**015/FC/07/19-20 Update on the village shop from Cllr Holroyd**

Cllr Holroyd reported on the findings from the shop survey which was conducted in May 2019, the results can be found in Appendix D.

These findings have been discussed with the shop keeper. It was agreed to discuss marketing for the village shop at the September Parish Council meeting

**016/FC/07/19-20 Update on the playground from the Parish Clerk**

The Clerk advised that the Playground Inspector has noted a number of maintenance points within the playground which although are either classed as a 'low' or 'very low' risk will need to be addressed before they get worse. It was discussed and agreed that the Clerk will arrange to meet a previously used playground repair company, Dick Randall Services, to discuss the repairs and, in line with comments from the Internal Auditor, to assess the long term status of the playground

**017/FC/07/19-20 Discuss the developers 'proposed' road name for the Weston Road development, "Holme Hill"**

It was discussed and resolved to submit the comment of **no objection** to the proposed name "Holme Hill" for the Weston Road development

**018/FC/07/19-20 Update on drainage at the Weston Road development**

The Clerk confirmed that she had spoken to the Planning Officer at Basingstoke and Deane, Thames Water and the developer regarding drainage at the Weston Road development.

The developer has advised that they have not yet made a decision regarding the drainage.

The Planning Officer has sent through details of a plan that was submitted and agreed in January 2018 although he is not aware if this is what will be taking place. He suggests the Parish Council speak to the Compliance and Enforcement Team at Basingstoke and Deane if we feel the development is not taking place in accordance with the approved details.

Thames Water advised that in January 2017 they carried out a desktop assessment of the proposal and it was agreed that the development would not have a detrimental impact on the drainage infrastructure. However they have said it is feasible that Thames Water and the developer may be in discussion regarding drainage however they are unable to confirm this point.

The Clerk has communicated with the Compliance and Enforcement Team to ask the question “How would we know if the development is not proceeding on the agreed basis?”

A further update will be provided at the September Parish Council meeting

**019/FC/07/19-20 Discuss a request from the PCC regarding work at the village cemetery**

The Clerk confirmed that she had taken advice from the National Association of Local Councils (NALC) and the Hampshire Association of Local Councils (HALC) regarding a request from the Parochial Church Council (PCC) for help with maintenance work at the village cemetery.

The advice from both Associations stated that any working party to discuss and plan this work should be created and run by the PCC as they own the ‘open’ cemetery. Any Councillor could be part of the working party if they wish but then could not be part of any Parish Council discussions regarding the maintenance work.

There are a number of laws which contradict each other relating to Parish Councils and the maintenance of ‘open’ cemeteries. The advice from NALC states that it is illegal for a Parish Council to provide funds towards the maintenance of an ‘open’ cemetery. The advice from HALC states that in their opinion funds could be considered on completion of a grant application form. The form would need to show full details and costs of the work to be completed and demonstrate a benefit to all or some of the community. The advice from the Clerk was to follow advice from the National Association; any risk that giving funds of this nature could be seen as illegal and should not be taken. There is also the possibility that if a grant were to be considered and provided an auditor could state that it was illegal and therefore the PCC would be asked to repay any grant.

The Parish Council considered and discussed all advice received. It was resolved to follow the advice from NALC and the Clerk and advise the PCC that unfortunately, at this time, due to current laws the Parish Council are unable to consider financially supporting maintenance work at the village cemetery

**020/FC/07/19-20 Discuss a villagers request for the Parish Council to consider reducing the height of the silver birch tree on the Parish Council land at the village pond**

A safety issue had been raised by a villager regarding the silver birch tree at the village pond. There are concerns that due to the height of the tree it could blow over onto either the road, causing a serious accident, or onto surrounding houses.

It was discussed and resolved that the Cllr Holroyd will ask the opinion of a respectable tree surgeon regarding the work required to make the tree safe. Pending these results the Clerk will complete a Tree Works application for Basingstoke and Deane.

This will be followed up at the September Parish Council meeting

**021/FC/07/19-20 Review and, if appropriate, sign all Upton Grey Policies, the Standing Orders and Financial Regulations**

The following Policies were reviewed and agreed by the Parish Council. All were then signed by the Parish Chairman and the Clerk: Asset Register ( Playground to be assessed with Playground Contractor)

Code of Conduct

Complaints Procedure

Councillor Privacy Notice

Document Retention and Disposal Policy and Appendix A

Email Privacy Notice

Information and Data Protection Policy

Risk Assessment Schedule

Social Media Policy

Website Privacy Statement

The Clerk had provided Councillors with details of proposed changes to the Standing Orders and Financial Regulations. There were no objections to these changes and so documents would be produced for signing at the September Parish Council meeting

**022/FC/07/19-20 Confirm the date and time of the next meeting**

The next Parish Council meeting will be held on 19 September 2019 at 7pm

**There being no other business the meeting closed at 9.15pm**



## Appendix A

### Upton Grey Lengthsman Report July 2019

#### Litter

Normal clean ups undertaken  
No fly tipping

#### Highways

Potholes on upper Church Street have been reported to Hampshire Highways  
Pothole along Greywell Road has been reported to Hampshire Highways  
These have been marked up and awaiting repair  
The 'Road closed' signs left at the pond since mid May have been removed

#### Pond area

A small area remains uncut in order to accommodate ducks and moorhens

#### Footpaths

A fallen tree branch and overgrown path on footpath 6 have been reported to Hampshire County Council under reference PROW287364

### PC Andy Reid Report July 2019

#### Items since 18 April 2019

24.04.19 Teak seller in the village  
06.05.19 Youth handing out leaflets in Little Hoddington  
19.05.19 Malicious communication from resident in the parish  
01.06.19 Abandoned 999 call, all in order  
02.07.19 False burglar alarm activation  
June/July 2019 complaints received regarding the speed of HGVs travelling to the Weston Road development

#### Crime 2019

Theft from vehicle- Registration plates  
Theft from vehicle- Attempt to gain entry into van  
Theft-Domestic related  
Non-dwelling burglary- Scaffold yard office  
Theft-Scaffold yard office  
Theft-Metal sundial  
Assault-Ongoing enquiry

Crime 01 01 19 to 30 06 19 = 6 incidents  
Crime 01 01 18 to 30 06 18 = 7 incidents

## County Cllr Anna McNair Scott

County Cllr Anna McNair Scott had been asked to attend the Parish Council meeting to put forward the views of Hampshire County Council (HCC) on speeding.

She advised that with regards to extending the village 30mph speed limit, HCC comply with the Department for Transport criteria, which has some emphasis on the existing mean speeds and safety history. The guidance also encourages that speed limits should be self-explaining and self-compliant, and it is therefore important that speed limits are set to reflect the road layout and conditions. A range of factors are considered including road character and function, density and level of fronting development, accident history and road safety issues, current traffic speeds, the frequency of junctions and private entrances, and amenities that attract motorised and non-motorised road users. To be effective speed limits are reliant on drivers reacting to a range of those factors, particularly those with a visual impact to encourage appropriate speed choices and better awareness of the surrounding environment. There are expectations that speed limits should reflect and build upon the natural reactions of drivers to the visual cues that surround them, as this will present an enforceable regime that most drivers will respect and appreciate. For a lower speed limit to be viable outside of the existing 30mph speed limit there is an expectation that there will be a higher density of directly fronting accesses, a more developed road environment, with road geometry and alignment, local features and amenities, and traffic composition all supporting such a low speed limit.

It is important to note that simply reducing a speed limit will not necessarily reduce traffic speed unless the surrounding environment will support the lower speed limit and would achieve driver respect. There is no benefit in setting a speed limit at a lower level where it is unlikely that it will be respected. This is because drivers, as well as other road users such as pedestrians and cyclists, will make judgements about their actions based upon their speed and perception of an approaching vehicles speed along with the speed limit. Where there is an expectation that a driver will be complying with the speed limit when it is not the case this can contribute to misjudgements that have a negative effect on road safety.

Cllr McNair Scott suggested that the Parish Council could look into the possibility of purchasing or hiring a Speed Indicator Device or joining a scheme such as 'Community Speed watch'.

County Councillors have an annual budget, which they can use to allocate grants to local projects or organisations within their division. Cllr McNair Scott advised that she would be willing to offer a grant, subject to the criteria being met, of up to a maximum of £1000 towards improving road safety within the village.

**Appendix B**  
**Upton Grey Parish Council Monthly Sheet**  
**July 2019**

**Lloyds Current Account**

Balance as at 14 June 2019 £9741.50 (agrees statement dated 28 June 2019)

**Payments**

<b>Date</b>	<b>To</b>	<b>Amount</b>
24 June 2019	Staff salary & expenses June 2019	£594.00
24 June 2019	Staff salary & expenses June 2019	£44.20
24 June 2019	HMRC Tax & NI June 2019	£11.20
24 June 2019	Saunders Landscapes	£215.00
24 June 2019	SLCC	£108.79
24 June 2019	Upton Grey Theatre Group	£400.00
24 June 2019	All Saints Church	£600.00
24 June 2019	Howden UK Group Ltd	£162.00

**Receipts**

<b>Date</b>	<b>From</b>	<b>Amount</b>
12 July 2019	Upton Grey Tennis Club (subs)	£840.00

**Balance as at 12 July 2019** £8446.31 (agrees on line statement dated 12 July 2019)

**Lloyds Savings Account**

Balance as at 14 June 2019 £15290.24 (agrees statement dated 1 July 2019)

**Receipts**

<b>Date</b>	<b>From</b>	<b>Amount</b>
10 July 2019	Bank interest	£0.61

**Balance as at 12 July 2019** £15290.85 (agrees on line statement dated 12 July 2019)

**Total Balance as at 12 July 2019**

Lloyds Current Account	£8446.31
Lloyds Savings Account	£15290.85
Unpresented cheques	Nil
Cancelled cheques	Nil
<b>Net Bank Balance</b>	<b>£23737.16</b>

**Chairmans Signature and date:**

**Upton Grey Parish Council First Quarter Accounts 30 June 2019**

**Incoming Payments**

**Predicted 2019-2020 Already received**

<b>Precept</b>	£16240.00	£8120.00	Further payment due in September
<b>Bank Interest</b>	£200.00	£1.91	**** bank interest will <b>not</b> be £200**
<b>VAT refund</b>	£1400.00	£0.00	£204.08 claimed on 1 July
<b>Other B &amp; D payments</b>	£1242.00	£1242.00	
<b>Grants &amp; Donations</b>	£0.00	£0.00	
<b>S106 money</b>	£0.00	£0.00	
<b>Tennis subs</b>	£700.00	£0.00	£840 cheque received end of June
<b>Totals</b>	<b>£19782.00</b>	<b>£9363.91</b>	

**Outgoing Payments**

	<b>Budget 2019-2020</b>	<b>Already paid</b>	<b>Agreed but not yet paid</b>	<b>What's left in the budget</b>	
<b>Salaries inc Office Allowance</b>	£7444.00	£1915.00	£5745.00	<b>-£216.00</b>	£18 monthly home allowance was missed off in budget, my error.
<b>Clerk's Expenses (mileage)</b>	£100.00	£5.40	£0.00	£94.60	
<b>HMRC</b>	£132.80	£33.20	£99.60	£0.00	
<b>Pension</b>	£0.00	£0.00	£0.00	£0.00	
<b>Administration</b>	£400.00	£230.05	£0.00	£169.95	
<b>Insurance</b>	£650.00	£621.76	£0.00	£28.24	
<b>Training</b>	£100.00	£0.00	£169.00	<b>-£69.00</b>	Represents Alison £95 plus VAT, Paul approx £55. My appraisal agreed I could attend 2 courses, budget and planning
<b>S137</b>	£0.00	£0.00	£0.00	£0.00	
<b>Subscriptions</b>	£578.00	£273.00	£0.00	£305.00	Still left to pay are CPRE £36 last yr, SLCC £41 last year, ICO £40 last year. Vision ICT £240 last year
<b>Chairmans Allowance</b>	£50.00	£0.00	£0.00	£50.00	
<b>Repairs and Maintenance</b>	£4300.00	£1526.22	£2085.00	£688.78	Agreed to be paid is Saunders until end of March 2020 £1935. Tennis Court autumn clean £150
<b>Publications</b>	£104.00	£103.99	£0.00	£0.01	
<b>Grants and Donations</b>	£3000.00	£1000.00	£0.00	£2000.00	
<b>Shop</b>	£1200.00	£0.00	£1200.00	£0.00	
<b>Misc</b>	£250.00	£0.00	£126.00	£124.00	Agreed to be paid is hire of village hall
<b>Contingency</b>	£0.00	£0.00	£0.00	£0.00	
<b>VAT on payments</b>	£1400.00	£184.07	£0.00	£1215.93	
<b>Totals</b>	<b>£19708.80</b>	<b>£5892.69</b>	<b>£9424.60</b>	<b>£4391.51</b>	

Balance Carried forward 01/04/19      £19425.33

**ADD** Total Receipts (as above)      £9,363.91

**LESS** Total payments (as above)      £5,892.69

**Balance Carried forward 30/06/19**      **£22,896.55**

Current Account as at 30/6/19      £7,606.31

Savings Account as at 30/6/19      £15,290.24

Plus cheque not yet presented      £840.00

**Total**      **£23736.55**

## Upton Grey Village Shop Survey – May 2019

There were 48 replies for the survey.

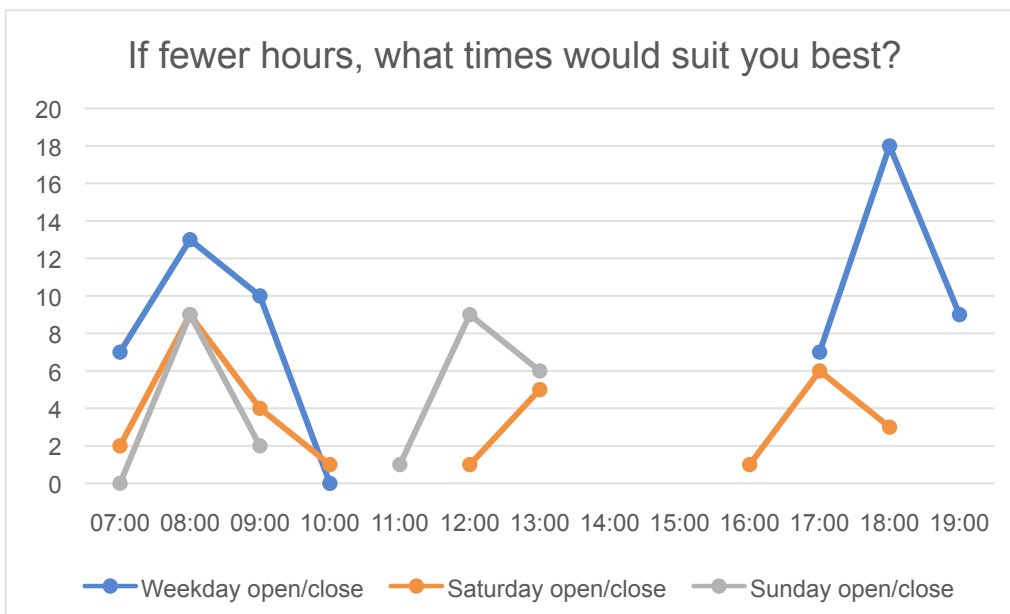
### 1. How often do you use the Shop weekly?



Comments:

- Half-hours have been taken to the next data point;
- Daily users are often collecting newspapers;
- The average is 3.26 visits per week.

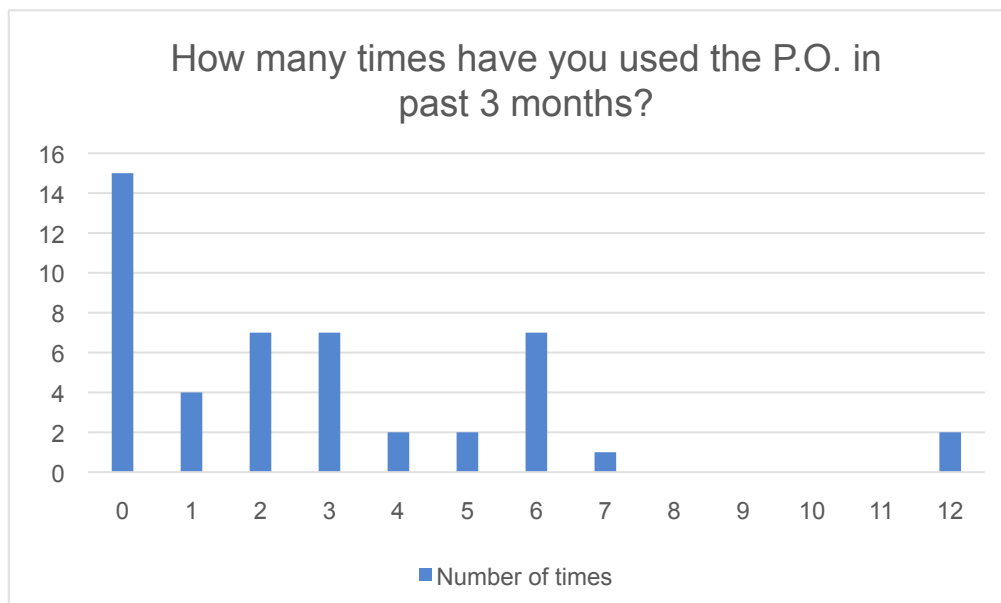
### 2. If opening hours were reduced, what times would suit you best?



Comments:

- There was a single request for a Sunday closure;
- No request for Sunday opening before 8:00 am;
- Only 12.5% asked for a Saturday 07:00 start;
- 74% would be happy with a weekday closure at 18:00, 26% would not;
- Should there be different winter hours to summer hours?

### 3. How many times have you used the Post Office in the past three months?



Comments:

- Average was 2.76 times in last three months;
- Frustration about it being closed and unreliable even when supposed to be open;
- Comments about giving up and easier to use Odiham.

### 4. How do you feel about a Coffee Shop?

20 'yes', 22 'no', two neutrals.

Comments:

- Feedback that it had been tried before but that it had not been successful;
- Many of the yes and no thoughts questioned whether there would be space;
- Would it attract passing cyclists? But would need speciality coffees.

### 5. Should the Shop stock a larger range of frozen foods including ready meals?

28 'yes', 20 'no'.

Upton Grey Parish Council September 2019 Electronic Payment Request

To	Item	Amount	Invoice	Type
Staff	Salary September 2019	£576.00		
	Home Office Expenses September 2019	£18.00		
	Total	<b>£594.00</b>	9/19	SO
Staff	Expenses	<b>£26.15</b>	9/19	EP
Staff	Salary September 2019	<b>£44.40</b>		EP
HMRC	Tax & NI September 2019	<b>£11.00</b>		EP
Saunders Landscape	Maintenance September 2019	<b>£215.00</b>	tbc	SO
Aquila WJS Ltd.	Payroll	<b>£86.40</b>	336 2/3	EP
<b>Chairmans Signature and date:</b>				

## Upton Grey Parish Council Monthly Sheet for September 2019 (Appendix B)

### Lloyds Current Account

Balance as at 12 July 2019

£8446.31 (agrees statement dated 31 July 2019)

#### Payments

Date	To	Amount
23 July 2019	Staff salary & expenses July 2019	£652.00
23 July 2019	Staff salary & expenses July 2019	£44.40
23 July 2019	HMRC Tax & NI July 2019	£11.00
23 July 2019	Saunders Landscapes Invoice 1265	£215.00
22 July 2019	HALC (training for Cllr Barker)	£114.00
22 July 2019	CPRE (renewal of membership)	£36.00
22 July 2019	Upton Grey Village Hall (rent of hall and shop payment)	£663.00
16 August 2019	Staff salary & expenses Expenses August 2019	£594.00
16 August 2019	Staff salary & expenses Expenses August 2019	£44.20
16 August 2019	HMRC Tax & NI August 2019	£11.20
16 August 2019	Saunders Landscapes Invoice 1275	£215.00

#### Receipts

Date	From	Amount
19 July 2019	VAT re-claim	£204.08

**Balance as at 13 September 2019**

**£6050.59**(agrees on line statement dated 13 September 2019)

### Lloyds Savings Account

Balance as at 12 July 2019

£15290.85 (agrees statement dated 1 August 2019)

#### Receipts

Date	From	Amount
9 August 2019	Bank interest	£0.65
9 September 2019	Bank interest	£0.65

**Balance as at 13 September 2019**

**£15292.15** (agrees on line statement dated 13 September 2019)

#### **Total Balance as at 13 September 2019**

Lloyds Current Account	£6050.59
Lloyds Savings Account	£15292.15
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	<b>£21342.74</b>

**Chairmans Signature and date:**



Upton Grey Standing Orders 20 September 2019-31 March 2020  
Payments from Treasurers Account

<b><u>Payment Date</u></b>	<b><u>To</u></b>	<b><u>Item</u></b>	<b><u>Amount</u></b>
20 September 2019	Staff	Salary & Home Office Expenses	£594.00
20 September 2019	Saunders Landscape	Maintenance Contract	£215.00
20 October 2019	Staff	Salary & Home Office Expenses	£594.00
20 October 2019	Saunders Landscape	Maintenance Contract	£215.00
20 November 2019	Staff	Salary & Home Office Expenses	£594.00
20 November 2019	Saunders Landscape	Maintenance Contract	£215.00
20 December 2019	Staff	Salary & Home Office Expenses	£594.00
20 December 2019	Saunders Landscape	Maintenance Contract	£215.00
20 January 2020	Staff	Salary & Home Office Expenses	£594.00
20 January 2020	Saunders Landscape	Maintenance Contract	£215.00
20 February 2020	Staff	Salary & Home Office Expenses	£594.00
20 February 2020	Saunders Landscape	Maintenance Contract	£215.00
20 March 2020	Staff	Salary & Home Office Expenses	£594.00
20 March 2020	Saunders Landscape	Maintenance Contract	£215.00

Signed:

Signed:

Date:

# **Upton Grey Parish Council**

## **Financial Regulations**

# **Upton Grey Parish Council Financial Regulations**

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## **GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations must be observed in conjunction with the council's standing orders.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. The Responsible Financial Officer holds a statutory office. For Upton Grey Parish Council the Clerk is appointed as Responsible Financial Officer and these regulations will apply accordingly.
- 1.7. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the council up to date in accordance with proper practices;
  - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the council.
- 1.8. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information

prepared for the council from time to time comply with the Accounts and Audit Regulations.

- 1.9. The accounting records determined by the RFO shall in particular contain:
  - entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
  - and a record of the assets and liabilities of the council.
- 1.10. The accounting control systems determined by the RFO shall include:
  - procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records; and measures to ensure that risk is properly managed.
- 1.11. In addition the council must:
  - determine and keep under regular review the bank mandate for all council bank accounts;
  - approve any grant; and in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the National Agreement on Pay and Conditions of Service of the National Joint Council (“the NJC”) for Local Government Services.
- 1.12. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. Each month a member shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council at the next council meeting.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records and its system of internal control in accordance with proper practices. The RFO will supply such documents and records necessary for the purpose of the audit to internal auditor.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
  - provide one annual written report each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest; and
  - have no involvement in the financial decision making, management or control of the council.
- 2.7. 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 any notices and statements of account required by the Accounts and Audit Regulations.
- 2.8. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL BUDGET AND FORWARD PLANNING**

- 3.1. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a proposed budget to be considered by the council.
- 3.2. The council shall consider the annual budget proposal including recommendations for the use of reserves and sources of funding no later than the end of November each year .
- 3.3. The council shall fix the precept (council tax requirement) not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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

#### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by the council for all items over £100;  
or the Clerk, in conjunction with Chairman of Council for any items below £100 with report of such expenditure at the next council meeting.  
Such authority is to be evidenced by a Minute at the next council meeting following the payment .
- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council.
- 4.3. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of the Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.4. In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chairman as soon as possible and to the council at the next council meeting.
- 4.5. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available.
- 4.6. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned as shown in the budget. These statements are to be prepared quarterly and at the end of each financial year.
- 4.7. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

## **5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the council meeting and, together with the relevant invoices, present the schedule to council for approval and authorisation. The approved schedule shall be initialled by the Chairman and a detailed list of all payments included in the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next council meeting.
- 5.5. The RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next meeting, where the RFO certifies that there is no dispute or other reason to delay payment provided that a list of such payments is submitted to the next meeting of council
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments is submitted to the next meeting of council;
  - c) Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments is submitted to the next meeting of the council.
- 5.6. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation such as but not exclusively Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year) provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to and a list of such payments is submitted to the next meeting of council



- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall brought to the attention of members.

## **6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the Clerk and the invoice or similar documentation, the signatories shall each also initial the invoice or similar documentation.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council meeting. Any signatures obtained away from such meetings shall be reported to the council at the next council meeting.
- 6.7. If thought appropriate by the council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members, are retained and any payments are reported to council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are

signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council.
- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.
- 6.12. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.13. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts.
- 6.14. Access to any internet banking accounts will be directly to the access page and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Changes to account details for suppliers, which are used for internet banking shall be brought to the attention of members.
- 6.16. The council will not maintain any form of cash float. All cash received must be banked intact.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council.
- 7.2. Payment of salaries and payment of deductions from salary will be reported to the next council meeting, as set out in these regulations above.

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

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval including approval by council.
- 8.2. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.3. All investments of money under the control of the council shall be in the name of the council and all investment certificates and other documents relating thereto shall be retained in the custody of the Clerk.
- 8.4. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. INCOME**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. All sums received on behalf of the council shall be banked intact as directed by the RFO with such frequency as the RFO considers necessary.
- 9.3. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

## **10. PROCUREMENT OF WORK, GOODS AND SERVICES**

- 10.1. An official instruction letter shall be issued and copy retained by the Clerk for all work, goods and services carried out on behalf of the council, unless a formal contract is to be prepared.
- 10.2. The council is responsible for obtaining value for money at all times and shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction by obtaining three or more quotations from appropriate suppliers, subject to provisions in Regulation 10.6 below.
- 10.3. A member may not issue an official order, instruction letter or make any contract on behalf of the council.

- 10.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.
- 10.5. The council shall not be obliged to accept the lowest quote, tender or estimate
- 10.6. Procedures as to the procurement of goods and services are laid down as follows:  
Every contract shall comply with these financial regulations, and no exceptions shall be made.  
Where it is intended to enter into a contract exceeding £5,000 in value the Clerk shall invite tenders from at least three firms.  
Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders are addressed to the Clerk.  
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.  
If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.  
Any invitation to tender issued under this regulation shall be subject to Standing Orders regarding the declaration of personal and pecuniary interest and shall refer to the terms of the Bribery Act 2010.  
When it is to enter into a contract of less than £5,000 in value the council will determine at a council meeting whether 3 estimates are required, this and the justification for the decision shall be minuted and the Clerk shall then obtain the necessary estimates.

## **11. ASSETS AND PROPERTIES**

- 11.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council and shall maintain a record in accordance with Accounts and Audit Regulations.
- 11.2. No property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council (including an adequate level of consultation with the electorate), together with any other consents required by law.
- 11.3. The Clerk shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

## **12. INSURANCE**

- 12.1. Following the annual risk assessment (as per Financial Regulation 13), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 12.2. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 12.3. The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 12.4. 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.

## **13. RISK MANAGEMENT**

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

## **14. REVISION OF FINANCIAL REGULATIONS**

- 14.1. The council shall review the Financial Regulations of the council annually. The Clerk shall monitor changes in legislation and proper practices and advise the council of any requirement for an amendment to these regulations.

**Signed Chairman**

**Signed Clerk**

**Date**

**Review Date July 2020**



# **Upton Grey Parish Council**

## **Standing Orders**

**Upton Grey Parish Council**  
**Standing Orders**  
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## 1. Rules of debate at meetings

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

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

## **2. Disorderly conduct at meetings**

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

### 3. Meetings generally

- 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. **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e. 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 chairman of the meeting.
- f. Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- g. In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. 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 chairman of the meeting may at any time permit a person to be seated when speaking.
- i. A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k. **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.**
- l. **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

- m. **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.**
- n. **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o. **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p. **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.**
- q. **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*

- r. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- s. 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.

- t. **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u. **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.*

- v. **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.
- w. **A meeting shall not exceed a period of 2 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 permit a committee to determine the number and time of its meetings;
  - iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - iv. shall, appoint the chairman of the standing committee;
  - v. 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;
  - vi. shall determine if the public may participate at a meeting of a committee;
  - vii. 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;
  - viii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - i. may dissolve a committee or a sub-committee

## **5. Ordinary Council Meetings**

- a. In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f. The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h. In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i. In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j. Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:**
  - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;**

- iii. 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;
- iv. Confirmation of arrangements for insurance cover in respect of all insurable risks:

## **6. Extraordinary meetings of the Council, Committees and Sub-Committees**

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

## **7. Previous resolutions**

- a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b. When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. Voting on appointments**

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

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

- a. A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b. No motion may be moved at a meeting unless it is on the agenda. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a), correct obvious grammatical or typographical errors in the wording of the motion.
- c. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

## **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

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

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

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

## 13. Code of Conduct and dispensations

*See also standing order 3(u).*

- a. All councillors shall observe the Code of Conduct adopted by the Council.
- b. Unless he has been granted a dispensation, a shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c. Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

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

#### **14. Code of Conduct complaints**

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

for investigation of the matter;

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

## 15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b. The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee**
    - **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. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. 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; liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- ix. 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);
- x. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xi. arrange or manage the prompt authorisation, approval, and instruction regarding any

payments to be made by the Council in accordance with its financial regulations;

- xii. if a time extension cannot be provided by the Planning Officer refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xiii. manage access to information about the Council via the publication scheme;

## **16. Responsible Financial Officer**

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

## **17. Accounts and Accounting Statements**

- a. "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c. The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 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 **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement)**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

**f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated**  
**Reviewed September 2019**

value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

## **19. Handling staff**

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. 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.

## **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. The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

## **21. Responsibilities under Data protection legislation**

*(Below is not an exclusive list).*

*See also standing order 11.*

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

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

## **22. Relations with the press/media**

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

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

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

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

## **24. Communicating with District and County or Unitary councillors**

- a. An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor of the District and County 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 after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Signed Chairman

Signed Parish Clerk

Date

**Review Date July 2020**



Charles Holroyd  
Gables House  
Uptown Grey  
RG25 2RA

## Quote

**Quote Number** E00467  
**Quote Date** 30 Jul 2019

Description	Amount
Reduce and shape whole crown of Silver Birch by pond	260.00
Clear all rubbish and timber from site	

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**Total Quote (GBP) £260.00**

*Non VAT registered*

Proud members of  
**Checkatrade.com**  
Where reputation matters



**Dick Randall Services Ltd.**

12, Newtown Road  
Liphook  
Hants  
GU30 7DT

Phone: 01428 724942  
Mobile: 07766 240161.  
E-Mail:  
[dickrandall@hotmail.co.uk](mailto:dickrandall@hotmail.co.uk)

To: **Estimate.**

Beverly Bridgman  
Clerk to..  
Upton Grey Parish Council  
Upton Grey  
Hants.

01256 861371

Ref No: RR/BB/Upton Grey

Date: 06/08/2019

Your Ref: Play Area Repairs

Reg VAT Number. 257240118

**To Undertake The Following...**

..

**PLAY AREA REPAIRS..**

**MULTI-UNIT..**

Cut out a damaged area of wet pour rubber 2 m X 500mm X 60mm deep under the rope net.  
Supply and install new wet pour rubber to seal the area to the existing surface.

**FLAT SWING BAY..**

Cut back 4.5 Linear Metres X 100mm wide X 60mm deep of damaged and shrunken wet pour rubber.  
Supply and install new wet pour rubber and seal the edges to the existing surface.

**CRADLE SWING BAY..**

Cut back 6 Linear metres X 100mm X 60mm deep of damaged and shrunken wet pour rubber.  
Supply and install new wet pour rubber and seal the edges to the existing surface.

**SLIDE UNIT..**

Remove damaged and worn "Shop Shelf" from the main unit.  
Manufacture from Buffalo Board and install a new "Shop Shelf" to the main unit.

**WASTE BIN..**

Excavate an area inside the gate of the play area. Fit a new round slab base to the bin.  
Supply and install "Earth Anchors" and concrete into the ground to secure the bin.

MUGA.. Supply and install a new Bolt Protection Cap. FOC...

**£970.00 Plus VAT**

**SLIDE UNIT.**

To... Prepare, undercoat and gloss paint the unit in various colours. **£565.00 Plus Vat.**

We hope you find these estimates acceptable, but should you have any queries, please do not hesitate to contact us.

Yours Sincerely

*Richard Randall*

For: Dick Randall Services Ltd.

*All works are guaranteed for 12 months from the time of undertaking. This guarantee does not apply to the following..... Acts of vandalism. Acts of God, including, Fire, Flood and Earthquake. Damage by machinery, includes, Mowers & Strimmers. Damage or mis-repair arising from persons other than those employed by "Dick Randall Services Ltd". We must receive written acceptance of this estimate before works can take place. (E-Mail accepted) Estimate is valid for 30 days from Estimate date: Any "Extras" must be priced and agreed upon before works commence. Payment for works undertaken is strictly 14 days of invoice date.*