



# Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane

Members of the public are cordially invited to attend a meeting of **Redenhall with Harleston Town Council Executive Committee** which will be held at the Town Council Offices, on **5<sup>th</sup> July 2023 at 6.30pm** to consider the business detailed below.

There will be an opportunity for public participation agenda item 7.

Members of the public are welcome to attend.

Signed: *Clare Crane* - **Town Clerk**

**Date: 28<sup>th</sup> June 2023**

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## AGENDA

1. To elect
  - a) A Chairman
  - b) A Vice-Chairman
2. Welcome
3. To receive and consider accepting apologies from members unable to attend.
4. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.<sup>1</sup>
5. To receive and approve the minutes from the last Executive meeting on Wednesday 26<sup>th</sup> April 2023 (copy herewith)
6. To note progress on decisions made at the last meeting of the Executive Committee (copy herewith)
7. To consider a resolution under Standing Orders 3e to suspend the meeting to hear comments from members of the public on items to be discussed on the agenda (the period of designated time for public participation is 20 minutes unless directed by the Chairman of the meeting and individual members of the public are entitled to speak for a maximum of 5 minutes each).<sup>2</sup>
8. To review the current Terms of Reference and make amendments as necessary (copy herewith)
9. To recommend final Terms of Reference for adoption at the next Town Council meeting being held on the 28<sup>th</sup> of June 2023.
10. To receive a draft calendar of Executive Committee meetings for 2023/24 and agree the meeting schedule (copy herewith)
11. To acknowledge and congratulate Emma Chandler (Deputy Clerk) on the passing of the CiLCA qualification.
12. To receive and examine the contents of the following and recommend for adoption by Town Council at the Town Council meeting held on the 26<sup>th</sup> July 2023

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<sup>1</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

<sup>2</sup> All details to be found at <https://harleston-tc.gov.uk/your-town-council/become-a-councillor/>

- a) FR6.7<sup>3</sup> – Regular Utilities and Rate Payments - Direct Debits
  - b) FR6.8<sup>4</sup> - Regular Payments (Bacs and Direct Debits)
  - c) FR4.1<sup>5</sup> – Possible payments to be listed.
13. To review and agree the following policies and recommend for adoption by Town Council at the Town Council meeting held on the 26<sup>th</sup> July 2023
- a) Members Training Policy
  - b) Exit Interview Policy
  - c) Financial Regulations (amendment to FR11c, footnote 2)
  - d) Standing Orders (amendment to SO 18f)
14. To agree to recommend the following to the Amenities Committee at the 6<sup>th</sup> September 2023 meeting and the Leisure Centre Management Committee at the 11<sup>th</sup> October 2023 meeting
- a) reviewing a schedule of all fees and charges.<sup>6</sup>
  - b) reviewing stocks and stores with the RFO and again before the end of the Financial Year 2024.<sup>7</sup>
  - c) reviewing Register of Assets and Investments with the RFO and again before the end of the Financial Year 2024.<sup>8</sup>
15. To agree for the RFO to prepare Risk Policy Statements and Risk Management Arrangements for recommending approval by the Town Council before the end of the Financial Year 2024.<sup>9</sup>
16. To discuss and agree on the next step action for the Council to formulate an action plan and mission statement.
17. Note the attendance of two new members of the Leisure Centre management team at the three-day First Aid Course (copy herewith)
18. To note the date and time of the next Executive Committee meeting (as decided at Item 10).
19. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.
20. HR related matters

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<sup>3</sup> FR6.7 <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>4</sup> FR6.8. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>5</sup> FR4.1 <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>6</sup> (Income)FR9.2. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>7</sup> FR13.4. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>8</sup> FR14.6. <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>

<sup>9</sup> FR16.1 <https://harleston-tc.gov.uk/wp-content/uploads/simple-file-list/Policies/Financial-Policies-and-Regulations/FINAL-Financial-Regulations-Revised-27-July-2022.pdf>





## Redenhall with Harleston Town Council

Clerk: Mrs. C. Crane  
Chairman: Cllr. T. Graham

### Minutes of a meeting of Redenhall with Harleston Town Council's Executive Committee held on Wednesday 26<sup>th</sup> April 2023 at 10.00am held in the Old Town Council Office

**Present:** Cllr. T. Graham (Chair of Council)  
Cllr. M. Scade (Chair of Amenities)  
Cllr. C. Digby (Chair of Leisure Centre)  
Cllr. R. Wilkins  
Cllr. P. MBA

**Also in attendance:** Clare Crane (Town Clerk), Emma Chandler (Deputy Clerk)

#### 1. Welcome

Cllr Graham welcomed those in attendance.

#### 2. To consider and agree the co-option of Cllr Wilkins and Cllr MBA for this meeting only

The Chairman called for each councillor to be co-opted individually.

Cllr Wilkins received one vote for, one vote against and one abstention. The Chairman used their casting vote maintaining the status quo with the composition of the Committee.

Result – The co-option of Cllr Wilkins was rejected.

Cllr Wilkins was invited to remain in the meeting as a member of the public.

The meeting adjourned at 10.01 as Cllr Wilkins left the meeting.

The Clerk also left the meeting to speak briefly with Cllr Wilkins.

Meeting reconvened 10.02

Cllr MBA received one vote for, one vote against and one abstention. The Chairman used their casting vote maintaining the status quo with the composition of the Committee.

Result – The co-option of Cllr MBA was rejected.

Cllr MBA was invited to remain in the meeting as a member of the public.

The meeting adjourned at 10.03 as Cllr MBA left the meeting.

The Clerk also left the meeting to speak briefly with Cllr MBA.

Meeting reconvened at 10.04.

#### 3. To receive and consider accepting apologies from members unable to attend.

No apologies were received.

**4. To receive any declarations of pecuniary or any other interests**

None declared

**5. To approve the Minutes from the last meeting – 20<sup>th</sup> February 2023**

Minutes were approved and the Chairman signed the minutes.

**6. To review the matters arising from the last meeting**

- All policies that had been approved at the last meeting were added to the Town Council agenda for approval.
- The Clerk acknowledged receipt of the pension scheme update.

**7. To consider a financial process to follow whilst the new councillors are added to the banking mandate.**

An addendum to the Financial Regulations was drafted during the meeting and agreed to recommend to the Town Council to adopt at the next meeting.

**8. To review and recommend to Town Council the adoption of the following policies.**

a) Internet Banking Policy

Changes to the draft internet banking policy were made during the meeting and approved for recommendation to the Town Council at the next meeting.

**9. Public Bodies (Admissions to Meetings to consider a resolution under the Public Bodies (Admissions to Meetings) Act 1960 and Standing Orders 3d to exclude members of the public and press in order to discuss the following items which is properly considered to be of a confidential nature.**

Item 10 containing confidential matters appears on page 3 of the minutes

Leisure Centre Management Committee – Progress Report – 5<sup>th</sup> June 2023

| <u>Committee</u>    | <u>Minutes Reference</u> | <u>Subject</u>                      | <u>Action</u>                                                                                  | <u>Assigned to</u> | <u>Timescale</u> | <u>Comments or further actions</u>       |
|---------------------|--------------------------|-------------------------------------|------------------------------------------------------------------------------------------------|--------------------|------------------|------------------------------------------|
| Executive Committee | Item 10                  | Communication, Marketing and Events | CME Officer offered an extension to contract and targets are set                               | Town Clerk         | ASAP             | Action Completed<br><b>Matter Closed</b> |
| Executive Committee | Item 10                  | Business Strategy                   | Deputy Clerk to investigate sourcing an independent business consultant to conduct the review. | Deputy Clerk       | Next meeting     | Action Completed<br><b>Matter Closed</b> |



## Redenhall with Harleston Town Council

### Terms of Reference for the Executive Committee

1. The committee shall comprise of the Chairman and Vice Chairman of the Council, plus Chairman or Vice Chairman of all Committees.
2. A quorum will consist of a minimum of three councillors
3. The committee will be chaired by the Chairman of the Council. The Vice Chairman of the Executive Committee will be the Vice Chairman of the Council.
4. The Chairman of the Council should not normally be the Chairman of any other Committees
5. The committee chair will be responsible for providing a summary report to full council.
6. All councillors are entitled to attend each meeting, however, whilst they may be invited to speak on all matters, they will have no voting rights.
7. The Chairman will involve the Vice Chairman in all discussions which the Chairman undertakes on behalf of the Council so that they are briefed on matters of which they may be required to take an active role.
8. The Executive Committee shall decide on all matters pertaining to employed staff and councillors including Health and Safety but does not preclude any other committees from doing so.
9. The Executive Committee shall decide on all matters pertaining to the following: -
  - Standing Orders
  - Financial Regulations
  - Review of all policies relating to the town council, staff, gym and assets of the town that are under the control of the council
  - Review of Risk Assessments both Financial and otherwise
  - Review of Councillor Declaration of Pecuniary Interests
  - Review of the Governance and Management Risk Register
  - Data Protection
  - Review of Code of Conduct

10. The minutes of each meeting will be proposed and agreed at the next meeting.
11. Voting will be by simple majority and the chairman of the committee shall have the casting vote when necessary.
12. All committee meetings will typically take place in the Memorial Leisure Centre unless other arrangements are in place for the holding of meetings and will commence at 6.30pm (unless otherwise stated)

Reviewed 26th July 2023

Year 2023/2024

| Date | Column | May-24             | June                        | July                        | August | September                   | October                                      | November                      | December                    | January                     | February                    | March                       | April                        |
|------|--------|--------------------|-----------------------------|-----------------------------|--------|-----------------------------|----------------------------------------------|-------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|------------------------------|
| 1    |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 2    |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 3    |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 4    |        |                    |                             | Executive Meeting<br>6.30pm |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 5    |        |                    |                             |                             |        |                             |                                              |                               | Amenities<br>6.30pm         |                             |                             | Amenities<br>6.30pm         |                              |
| 6    |        |                    | Amenities<br>6.30pm         |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 7    |        |                    |                             |                             |        |                             |                                              | Grant Meeting Finance<br>6.30 |                             | Planning Meeting 10am       |                             |                             | Planning Meeting 10am        |
| 8    |        | Grant Meeting 6.30 |                             |                             |        |                             | Planning Meeting 10am                        |                               |                             |                             |                             |                             |                              |
| 9    |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 10   |        |                    |                             | Planning Meeting 10am       |        |                             |                                              |                               |                             | LCMC<br>6.30pm              |                             |                             | LCMC<br>6.30pm               |
| 11   |        |                    |                             |                             |        | Planning Meeting 10am       | LCMC<br>6.30pm                               |                               | Planning Meeting 10am       |                             |                             | Planning Meeting 10am       |                              |
| 12   |        |                    |                             | LCMC<br>6.30pm              |        |                             |                                              |                               |                             |                             | Planning Meeting 10am       |                             |                              |
| 13   |        |                    |                             |                             |        | Amenities Meeting<br>6.30pm |                                              | Planning Meeting 10am         | Finance<br>Budget 6.30pm    |                             |                             | Annual Town Meeting<br>7pm  |                              |
| 14   |        |                    | LCMC<br>6.30pm              |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 15   | FR 2.2 |                    |                             |                             |        |                             |                                              | Executive Meeting<br>6.30pm   |                             |                             |                             |                             |                              |
| 16   |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 17   |        |                    |                             |                             |        |                             |                                              |                               |                             | Finance<br>3rd Qtr 6.30pm   |                             |                             | Finance<br>4th Qtr 6.30pm    |
| 18   |        |                    |                             |                             |        |                             | Finance<br>2nd Qtr 6.30pm                    |                               |                             |                             |                             |                             |                              |
| 19   |        |                    |                             | Finance<br>1st Qtr 6.30pm   |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 20   |        |                    |                             |                             |        | Executive Meeting<br>6.30pm |                                              |                               | Town Council Meeting<br>7pm |                             |                             |                             |                              |
| 21   |        |                    | Finance<br>6.30pm           |                             |        |                             |                                              |                               |                             |                             | Executive Meeting<br>6.30pm |                             |                              |
| 22   |        |                    |                             |                             |        |                             |                                              | Town Council Meeting<br>7pm   |                             |                             |                             |                             |                              |
| 23   |        |                    |                             |                             |        |                             |                                              |                               |                             | Town Council Meeting<br>7pm |                             |                             |                              |
| 24   |        |                    |                             |                             |        |                             | Town Council Meeting<br>7pm                  |                               |                             |                             |                             |                             | Town Council Meeting<br>7pm  |
| 25   |        |                    |                             |                             |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 26   |        |                    | Planning Meeting 10am       | Town Council Meeting<br>7pm |        |                             |                                              |                               |                             | Independent                 |                             |                             |                              |
| 27   |        |                    | Town Council Meeting<br>7pm |                             |        | Town Council Meeting<br>7pm |                                              |                               |                             | Financial Scrutiny          |                             | Town Council Meeting<br>7pm | Independent                  |
| 28   |        |                    |                             |                             |        |                             | Independent                                  |                               |                             |                             | Town Council Meeting<br>7pm |                             | Financial Scrutiny           |
| 29   |        |                    |                             | Independent                 |        |                             | Financial Scrutiny                           |                               |                             |                             |                             |                             |                              |
| 30   |        |                    |                             | Financial Scrutiny          |        |                             |                                              |                               |                             |                             |                             |                             |                              |
| 31   |        |                    |                             |                             |        |                             | Deadline for Grant<br>Applications Next Year |                               |                             |                             |                             |                             | Applications Current<br>Year |

| <u>Payee Name</u>                                                                         | <u>Transaction Details</u>                                              | <u>Frequency</u> | <u>Committee</u> | <u>Payments<br/>(DDR -<br/>Direct<br/>Debit)</u> |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------|------------------|--------------------------------------------------|
| <b>Regular Utilities &amp; Rates Payments (Direct Debits) (6.7 Financial Regulations)</b> |                                                                         |                  |                  |                                                  |
|                                                                                           |                                                                         |                  |                  |                                                  |
| Ocean Talk                                                                                | Office Telephone - 852088 (LCMC) 854519 & 854566 (TC)                   | Monthly          | LCMC/TC          | Varied DDR                                       |
| EE Mobile                                                                                 | Gym - Mobile                                                            | Monthly          | LCMC             | Static DDR                                       |
| <del>Virgin Mobile O2</del>                                                               | Maintenance - Mobile (LCMC)                                             | Monthly          | LCMC             | Static DDR                                       |
| South Norfolk Council                                                                     | Rates - Building 00004234902                                            | Monthly          | LCMC             | Static DDR                                       |
| South Norfolk Council                                                                     | Rates for the Market (0004045076)                                       | Monthly          | Amenities        | Static DDR                                       |
| South Norfolk Council                                                                     | Rates- Car Park - Broad Street (0004274133)                             | Monthly          | Amenities        | Static DDR                                       |
| South Norfolk Council                                                                     | Rates - Car Park -Bullock Fair (0004275157)                             | Monthly          | Amenities        | Static DDR                                       |
| South Norfolk Council                                                                     | Green waste removal                                                     | Annual           | LCMC             | Static DDR                                       |
| South Norfolk Council                                                                     | Small Society lotteries                                                 | Annual           | TC               | Static DDR                                       |
| South Norfolk Council                                                                     | Premises Licence- Rec and Leisure Centre                                | Annual           | TC               | Static DDR                                       |
| <del>Scottish Power</del> EDF                                                             | Electricity - Building                                                  | Monthly          | 90% L 10% T      | Static DDR                                       |
| EDF                                                                                       | Electricity - Toilets                                                   | Pay on invoice   | As required      | All                                              |
| E-ON                                                                                      | Market Place New meter (015047016770)                                   | Quarterly        | Amenities        | Varied DDR                                       |
| SSE                                                                                       | SSE GAS (LCMC)                                                          | Quarterly        | LCMC             | Varied DDR                                       |
| SSE                                                                                       | SSE ELECTRIC - Streetlighting (Amenities)                               | Quarterly        | Amenities        | Varied DDR                                       |
| Wave (Anglia Water)                                                                       | Wave (Anglian Water) - Recreation Ground 0316908001 (LCMC)              | Monthly          | LCMC             | Varied DDR                                       |
| Wave (Anglia Water)                                                                       | Wave (Anglian Water) - Pavilion (127641587 0340254601) (95% LCMC 5% TC) | Monthly          | 95% L 5% T       |                                                  |
| Wave (Anglia Water)                                                                       | Wave (Anglia Water) - Public Toilets 0445519801 (Amenities)             | Monthly          | Amenities        |                                                  |
| Wave (Anglia Water)                                                                       | Wave (Anglian Water) - (127641587 0340254601) - 95% LCMC 5% TC)         | Monthly          | 95% L 5% T       |                                                  |
| Wave (Anglia Water)                                                                       | Wave (Anglian Water) - Allotments 0231656201 (Amenities)                | Monthly          | Amenities        |                                                  |

| <u>Regulatory reason</u>                                              | <u>Payee Name</u>          | <u>Transaction Details</u>                                 | <u>BACS Payment</u>       | <u>Frequency</u>       | <u>Committee</u>     | <u>Cost Centre Code</u> |
|-----------------------------------------------------------------------|----------------------------|------------------------------------------------------------|---------------------------|------------------------|----------------------|-------------------------|
| <b>Regular Payments (BACS and or DDR) (5.6 Financial Regulations)</b> |                            |                                                            |                           |                        |                      |                         |
|                                                                       |                            |                                                            |                           |                        |                      |                         |
| <del>Contractual-</del>                                               | <del>Pine</del>            | <del>Contract Cleaners</del>                               | <del>Pay on invoice</del> | <del>Monthly</del>     | <del>LCMC/TC</del>   |                         |
| Contractual                                                           | M G Wiles                  | Servicing town clock and ancillary components              | Pay on invoice            | Annually               | Amenities            |                         |
| Lease                                                                 | Ben Burgess                | Lease of John Deere                                        | Pay on invoice            | Monthly                | LCMC                 |                         |
| Obligation                                                            | Rejuvenate Yoga            | Yoga Classes                                               | Pay on invoice            | Monthly                | LCMC                 |                         |
| <del>Obligation</del>                                                 | <del>Neil Roberts</del>    | <del>Gym Classes</del>                                     | <del>Pay on invoice</del> | <del>Monthly</del>     | <del>LCMC</del>      |                         |
| <del>Contractual-</del>                                               | <del>T Stammers</del>      | <del>Grave digging</del>                                   | <del>Pay on invoice</del> | <del>Immediately</del> | <del>Amenities</del> |                         |
| Stat Duty                                                             | Employees                  | Salaries                                                   | Pay on invoice            | Monthly                | TC                   |                         |
| Contractual                                                           | Callum Ward                | Accounting Services                                        | Pay on invoice            | Twice Yearly           | TC                   |                         |
| Stat Duty                                                             | Norfolk Pension Fund       | Employees Salary                                           | Pay on invoice            | Monthly                | TC                   |                         |
| Stat Duty                                                             | HMRC                       | Employees Salary                                           | Pay on invoice            | Monthly                | TC                   |                         |
| Lease                                                                 | ASL                        | Photocopier                                                | Pay on invoice            | Monthly                | All                  |                         |
| Contractual                                                           | KGB Commercial Heating     | Plumbers ( Annual Contracted Services Only)                | Pay on invoice            | As required            | All                  |                         |
| Contractual                                                           | Fresh Air                  | Air Condition Servicing                                    | Pay on invoice            | As required            | All                  |                         |
| Stat Duty                                                             | PPL PRS                    | Music Licence                                              | Pay on invoice            | Annually               | LCMC                 |                         |
| Stat Duty                                                             | MPLC                       | Umbrella licence Streaming GYM                             | Pay on invoice            | Annually               | LCMC                 |                         |
| Contractual                                                           | Sonata                     | Security                                                   | Pay on invoice            | Annually               | LCMC                 |                         |
| Stat Duty                                                             | External Auditor           | PKF Littlejohn LLP (2023)                                  | Pay on invoice            | Annually               | TC                   |                         |
| Stat Duty                                                             | Internal Auditor           | Trevor Brown (2023)                                        | Pay on invoice            | Annually               | TC                   |                         |
| Contractual                                                           | EZ Runner                  | licence agreement.                                         | Static DDR                | Monthly                | LCMC                 |                         |
| Contractual                                                           | Gym Repair Services        | Equipment contract                                         | Static DDR                | Monthly                | LCMC                 |                         |
| Stat Duty                                                             | ICO                        | Data protection fee                                        | Static DDR                | Annual                 | TC                   |                         |
| Contractual                                                           | BNP Paribas                | rent                                                       | Varied DDR                | Quarterly              | TC                   |                         |
| Obligation                                                            | Barclays                   | Bank Charges                                               | Varied DDR                | Monthly                | TC                   |                         |
| Contractual                                                           | Barclays                   | Barclays Merchant Services (credit card machine)           | Varied DDR                | Monthly                | LCMC                 |                         |
| Contractual                                                           | PHS                        | Sanitary Disposal                                          | Varied DDR                | As required            | LCMC/Amenities       |                         |
| Contractual                                                           | TV Licence                 | (September/October) (LCMC)                                 | Static DDR                | Annual                 | LCMC                 |                         |
| Contractual                                                           | <del>Viridor - BIFFA</del> | Collection of bin refuse (LCMC)                            | Varied DDR                | Monthly                | LCMC                 |                         |
| <del>Contractual-</del>                                               | <del>Viridor - BIFFA</del> | <del>Biffa - collection of market refuse (Amenities)</del> | <del>Varied DDR</del>     | <del>Monthly</del>     | <del>Amenities</del> |                         |
| Contractual                                                           | Cozens                     | Street Lighting                                            | Pay on invoice            | Monthly                | Amenities            |                         |
| Contractual                                                           | Rialtas Business Solutions | Annual Support and Licence                                 | Pay on invoice            | Annual                 | TC                   |                         |
| Stat Duty                                                             | DVLA                       | Van Tax (Pay on company credit card)                       | Pay on invoice            | Annual                 | TC                   |                         |
| Contractual                                                           | A Denny                    | Allotments                                                 | Pay on invoice            | Annual                 | Amenities            |                         |
| Contractual                                                           | TOPS                       | Grass cutting                                              | Pay on invoice            | Monthly                | LCMC                 |                         |

**Possible Payments Requiring to be Listed.**

|                                   |                                 |                |             |         |
|-----------------------------------|---------------------------------|----------------|-------------|---------|
| Force Fresh                       | Cleaning Suppliers              | Pay on invoice | Monthly     | LCMC/TC |
| Osgood Smith                      | Food & drink for resale         | Pay on invoice | Monthly     | LCMC    |
| C K Broughton Builders            | Electricians                    | Pay on invoice | As required | LCMC    |
| Espo                              | Office supplies                 | Pay on invoice | As required | TC      |
| Dan Arbor Ltd                     | Tree and hedge Work             | Pay on invoice | As required | All     |
| Robinson's Traditional Stationers | Towards Tomorrow event          | Pay on invoice | As required | All     |
| Denmans                           | Electrical Wholesalers          | Pay on invoice | As required | All     |
| Linstead                          | Machineray repairs              | Pay on invoice | As required | All     |
| Rackhams Building Supplies        | Maintenance supplies            | Pay on invoice | As required | All     |
| Oliver Smith                      | IT assistance                   | Pay on invoice | As required | TC      |
| Screw fix                         | Building supplies               | Pay on invoice | As required | All     |
| CTS                               | Building supplies               | Pay on invoice | As required | All     |
| Ravencroft Tree Services          | Tree and hedge survey           | Pay on invoice | As required | All     |
| Amazon                            | Various                         | Pay on invoice | As required | All     |
| Gary Crook                        | Tennis/Muga Cleaning/lining     | Pay on invoice | As required | All     |
| KDG Surfacing                     | Car Parks etc                   | Pay on invoice | As required | All     |
| Trent Furniture                   | Tables and Chairs - Social Room | Pay on invoice | As required | All     |
| JRB Enterprises                   | Dog Bags                        | Pay on invoice | As required | All     |
| David Bracey                      | Rospa Inspection                | Pay on invoice | As required | All     |
| Dolphin Fitness                   | Protien for gym                 | Pay on invoice | As required | All     |
| Earth Anchors                     | Planter, Notice Boards etc      | Pay on invoice | As required | All     |
| Home Page Universe                | IT Support domain names         | Pay on invoice | As required | All     |
| Tas Valley Fire and Security      | Fire Extinguishers              | Pay on invoice | As required | All     |
| Coopers                           | Maintenance Supplies            | Pay on invoice | As required | All     |
| Treemenders                       | Tree work                       | Pay on invoice | As required | All     |

**Payments made since the last meeting (For information only as already approved and authorised)**

Operational Items £250 or less approved by the Clerk within the approved budget (Financial Regulation 4.1)

Operational Items £250 or less approved by the Clerk within the approved budget (Financial Regulation 4.1)

**Barclaycard listed separately**

Items over £250 or £500 or less approved by the Clerk and the Chair of committee or the TC Chair (Financial Regulation 4.1)

Items over £250 or £500 or less approved by the Clerk and the Chair of committee or the TC Chair (Financial Regulation 4.1) **Barclaycard listed separately**

Any Cheques approved by the Clerk and the Chair of committee or the TC Chair (Financial Regulation 4.1)

Any Petty Cash Cheques approved by the Clerk and the Chair of committee or the TC Chair (Financial Regulation 4.1)

**Payments made since the last meeting (For information only as already approved at Town Council Annually)**

List of regular payments made by BAC's or Direct Debits (Financial Regulation 5.6)

---

**Payments requiring authorisation \*Councillor Authorisation Required\***

|                                                                                                              |                                                                                              |                                  |
|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------|
| List of items to be paid.                                                                                    | Invoices to be provided & checked at the meeting and initialled by the Chair of Committee    |                                  |
| Payments over £500, previously approved via an agenda item (Committee Level Only) (Financial Regulation 4.2) | Invoices to be provided & checked at the meeting and initialled by the Chair of Committee    | Date Approved & Minute Reference |
| Payments over £5000, previously approved via an agenda item (Town Council Only)(Financial Regulation 4.3)    | Invoices to be provided & checked at the meeting and initialled by the Chair of Town Council | Date Approved & Minute Reference |



**Redenhall with Harleston Town Council**

# **MEMBERS TRAINING POLICY**

**1<sup>ST</sup> JUNE 2023**

Adoption Date ..... June 2023  
Date for review ..... on or before June 2024

**MEMBERS TRAINING  
POLICY**

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## 1. Introduction

The Council is committed to developing its elected members in order to assist the Council in achieving its objectives. Councillor development and training is a joint commitment between the Town Clerk and councillors and by working in partnership, appropriate investment in relevant training and development will be identified and resourced.

## 2. Equal Opportunities

It is essential that councillors are given equal opportunity to develop their knowledge and learn new skills to promote partnership working and community engagement in order to become effective councillors and lead a modern and progressive Town Council of the future. Member development should be recognised as an integral part of the Council's business.

## 3. The Council recognises:

- a) New councillors will need to know what the job entails and to build up their knowledge and skills and experienced councillors need to refresh their skills and knowledge to meet the ever-changing needs and demands of the modern world.
- b) that continued investment and commitment to training and development are essential to the Council if quality services are to be provided, maintained and continually improved;
- c) Any member wishing to attend any training courses or events should discuss the training with the Town Clerk.

## 4. The Council will provide

- a) All members will receive a Councillor induction pack within 1 month of taking their seat.
- b) All new members will be given the opportunity to attend a new councillor training course.
- c) All Members will be kept informed of relevant training courses especially those offered by the Association of Local Councils and Society of Local Council Clerks.
- d) All new Councillors will be invited to meet with the Operations Manager and visit the Council's properties to further understand the Council's assets and liabilities.

## Redenhall with Harleston Town Council adopted the Members Training Policy

At the Town Council meeting held on *June 2023*

Signed (Chair).....*CLLr*

Next Review is on or before *June 2024*



**Redenhall with Harleston Town Council**

# **COUNCILLORS EXIT INTERVIEW POLICY**

**5<sup>th</sup> June 2023**

Adoption Date ..... ?????? 2023

Date for review ..... on or before ??????2028

## COUNCILLORS EXIT INTERVIEW POLICY

### Contents

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**1. Purpose of the councillor exit interview.**

2. The purpose of the Redenhall with Harleston Town councillor's exit interview is to discover a departing members reason(s) for leaving the Town Council and to gather feedback from that member on ideas or concerns about organisational improvements –including councillor recruitment and retention.
3. The intention of an exit interview is to allow the departing councillor the opportunity to share their experiences in a confidential, supportive, and constructive environment.

**4. Procedure**

5. A proposed exit interview form is attached as an Annex.
6. The councillor resignation should be received by email or by letter to the TownCouncil Chair which will be then shared with the Town Clerk.
7. It is the responsibility of the Town Council Chair to arrange and carry out an exit interview once a written resignation has been received.
8. An exit interview is offered to each councillor leaving the council, however, take-up is voluntary as there may be occasions where a councillor does not wish to participate in the exit interview.
9. When the offer of an exit interview is accepted by the departing councillor, it will be conducted within 28 days of a councillor's resignation (unless there are extenuating circumstances).
10. The exit interview will be carried out by the Town Council Chair, with the provision of a second councillor in attendance if the departing councillor agrees to this. The second councillor's role will be one only of support to the Chair.
11. The Town Council Chair will share the outcomes of the interview and the completed interview form with the Clerk. The Town Council Chair may anonymise feedback and disseminate to all councillors.
12. An informal meeting of the council may be held for further discussion of the exit interview document – this will be at the discretion of the Town Council Chair and Clerk.

**Redenhall with Harleston Town Council adopted the Councillors Exit Interview Policy**

**At the Town Council meeting held on ...**

**Signed (Chair).....**

**Next Review is on or before**

## **Annex**

### **Councillor exit interview form**

(To be undertaken in line with Harleston Town Councillor Exit Interview Policy)

Councillor Name: ..... Length of Service: .....

Resignation Date: .....

#### **Questions**

1. What are your primary reasons for standing down from Harleston Town Council? (retirement, pressure of work, travel issues, working hours, moving home, health issues, working relationships, working conditions, new position, care of dependents, not re-elected, other) Please specify.
  
2. What have been the positives of being a Harleston Town councillor?
  
3. What do you consider to be your greatest achievement as a councillor?
  
4. Did you take advantage of the induction / training offered to you as a councillor? If yes did the training the council offer contribute to making you feel effective as a councillor?
  
5. What changes could be made which could have improved your experience as a HarlestonTown councillor?
  
6. Would you consider standing as a councillor for Harleston Town Council in the future?
  
7. Would you recommend being a councillor with Harleston Town Council to others?
  
8. Is there anything else you would like to add?
  
9. I hereby declare that this is a true record of the discussion I have had during my exit

interview with the Chair of the Town Council.

Signed Councillor: .....Date:  
.....

Signed Town Council Chair: ..... Date:  
.....



**Redenhall with Harleston Town Council**

# **FINANCIAL REGULATIONS**

**22<sup>nd</sup> February 2023**

Adoption Date ..... 26<sup>th</sup> July~~22<sup>nd</sup> February~~  
2023  
Date for review ..... on or before August~~March~~  
2024

Formatted: Superscript

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## 1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations must be observed in conjunction with the council's standing orders. A reference to "the council" should be taken as meaning "the full council".

Financial regulations must be reviewed at least annually for fitness of purpose.

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

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

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

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

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

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

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

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly. The council will appoint appropriate staff members to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

1.9. The RFO:

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

- produces financial management information as required by the council.

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

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

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

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

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

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

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

1.14. In addition, the council must:

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

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

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

## **2. Accounting and audit (internal and external)**

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, the Chair of the Finance Committee - unless they are the Chairman of the Council in which case the Vice Chair of the Finance Committee, or if not available, a cheque signatory - shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance Committee.

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

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

2.5. The internal auditor shall be appointed by the council and shall carry out the work in relation to internal controls required by the council in accordance with proper practices. The work required should be set out in an engagement letter on first appointment by the council including responsibilities, assurances of independence and competence, access to information, period of engagement and remuneration.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to the council by means of a minimum of a annual written report at the end of each financial year;
- demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the council.

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

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

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

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

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

### **3. Annual estimates (budget) and forward planning**

3.1. Committees with devolved budgets shall formulate and submit proposals for receipts and payments and the required level of earmarked reserves for the following financial year to the Finance Committee not later than the end of October each year

3.2. The Finance Committee together with the RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals including recommendations for the use of reserves and sources of funding in December and decide on any changes required.

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

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

### **4. Budgetary control and approval to spend**

4.1. Expenditure on revenue items not on the Regular Payments List may be approved up to the amounts included in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500;
- the Finance Committee for Administration items over £500;
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items over £250 up to £500;

- the Clerk for items required for operational reasons for any items £250 or less.

When the Clerk is away, if an item of £500 or less needs to be authorised, the Deputy Clerk may authorise it, in conjunction with the Chairman of the Council or Chairman of the appropriate committee.

The amounts stated above are the net amount excluding recoverable Value Added Tax.

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

In the case of goods to be purchased or a specific service to be provided which are over £500, "approval" also means authorisation for the RFO to arrange for payment to be made for the purchase or to commission the service.

In the case of proposals for works to be carried out, "approval" means approval for the proposal to go ahead in accordance with the details supplied to the committee and the quotation provided. "Authorisation of payment" means the subsequent permission by the committee or council, when the work is completed, to pay the supplier once the required checks as stated in 5.3 have been completed.

4.2. For items over £500 requiring approval the Clerk shall include details of the proposed item on the agenda for the meeting of the appropriate committee. The committee shall review the proposed item for compliance with budget and, having satisfied itself on this score as well as the merits of the proposal, shall approve the proposal for items below £5,000 by a resolution of the committee. The minutes shall document the cost code or earmarked reserves to be used. Where the amount approved by the committee is over £5,000, the minutes of the committee shall record this as a recommendation to the council.

4.3 For items over £5,000 the Clerk shall include details of the proposed item for approval on the agenda for the meeting of council. The council shall review the proposal for compliance with budget as well as the merits of the proposal and, having satisfied itself shall approve it by a resolution of the council. The minutes shall record the cost code or earmarked reserves to be used.

4.4. No expenditure which is not on the Regular Payments List may be approved by a committee that will give rise to the annual costs exceeding the amount provided in the revenue budget for that overall delegated cost centre (e.g. Administration, Environment, Recreation Ground) other than by ratification by the Finance Committee and subsequent resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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

4.6. The salary budgets are to be set annually for the following financial year as part of the budget-setting process and the salary budget shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of the salary component of their budget.

4.7. 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 £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

4.10. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

4.11. Changes in earmarked reserves proposed by committees 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 details of payments made for purchases or for services which were approved in accordance with 4.1, shall be reported to the next meeting of the appropriate committee or council.

5.3. All invoices received for works or services carried out shall be examined, by the RFO to confirm that the work or services to which each invoice relates has been carried out to a satisfactory standard and represents expenditure previously approved by the council or committee. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.

5.4. The RFO shall provide a schedule of invoices submitted, and which are in order, at the next available council or relevant committee meeting. The meeting shall authorise payment to be made by the RFO, having ensured that the amounts stated in the invoices were previously approved in accordance with 4.1 to 4.3 above.

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

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

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council/committee, where the **Clerk and/or RFO** certifies that there is no dispute or other reason to delay payment, provided that a list of such

payments shall be submitted to the next appropriate meeting of council or relevant committee.

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or relevant committee.

c) to fund transfers within the council's banking arrangements up to the sum of £20,000.

5.6. For each financial year the Clerk and/or RFO shall draw up a "Regular Payments List" consisting of all due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or relevant Committee.

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

5.8. 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 be approved in writing by the RFO.

5.10 Invoices should be paid by the due date. If this is not possible, the Chair of the Finance Committee should be informed and should investigate the reasons in conjunction with the RFO with a view to expediting the payment once any issue is resolved.

## **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 regulation 5 above, the Clerk and / or RFO shall arrange for the payments to be made.

6.3. All payments shall be effected by BACS or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.

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

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

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

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by the RFO and an authorised bank signatory and any payments are reported to the appropriate committee or to council at the next meeting. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every year.

6.8. By resolution of the council, payment for items which have been approved and authorised by the appropriate committee or council may be made by BACS in line with the banking mandate and any payments are reported to the appropriate committee or council at the next meeting. The approval of the use of BACS shall be renewed by resolution of the council at least every year.

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

6.10. 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 or a duly delegated committee.

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, and preferably off site.

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 Clerk and or 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 (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered

or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. The changes in details should be confirmed by telephoning the supplier on their previously filed telephone number. A programme of regular checks of standing data with suppliers will be followed.

6.16. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at in line with the date of payment set out on the credit card statement.

6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £200 for the purpose of defraying operational and other expenses, and a separate petty cash float of £150 for maintenance expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash floats shall be shown separately on the schedule of payments presented to council under 5.2 above.

## **7. Payment of salaries**

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

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

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without being recommended by the Executive Committee and subsequently approved by the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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

7.6. Where there is a proposal to employ new staff, the Executive committee should consider a full business case and make a recommendation to the council for approval.

7.7. Overtime payments must be based on a detailed log explaining the reason for the claim, approved by the line manager of the claimant. The Chairman will act as the line manager of the Town Clerk for purposes of overtime payments.

## **8. Loans and investments**

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

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

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period.

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

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

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

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in 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. A schedule of all fees and charges will be maintained by the RFO and will be reviewed at least annually by the relevant committee, where appropriate, on the date specified in any service agreement.

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

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

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

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

9.7. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

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

9.9. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also regulation 16 below).

## **10. Orders for work, goods and services**

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

10.2. Order books shall be controlled by the RFO.

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

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

10.5. The RFO shall verify the lawful nature of any proposal before it is placed on the agenda of a committee or council for approval.

## **11. Contracts**

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

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

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

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.

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

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

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the Chairman or Vice Chairman of the council.

g) Any invitation to tender issued under this regulation shall be subject to the provisions of the Standing Orders Section 18 and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 but higher than £3,000 in value for the supply of goods or materials or for the execution of works or specialist

<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts ~~£189,330~~ £213,477
- b) For public works contracts ~~£4,733,252~~ £5,336,937

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services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

In the event that less than three contractors present their quotations for the work, the members of the relevant committee/council meeting can deal with the matter using only those quotations properly presented; or, in the extreme case of only one quotation being available, may request further quotations are sought; on a single occasion.

Should it not be possible to obtain a second quotation, the members of the relevant committee/council meeting shall then proceed to make the decision on that single quote.

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

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

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

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

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

12.3. Any variation to a contract or addition to or omission from a contract together with details of any increase in costs must be approved by the council and if agreed the Clerk should inform the contractor in writing.

## **13. Stores and equipment**

13.1. The Operations Manager or Gym Manager shall be responsible for the care and custody of stores and equipment in the Maintenance and Gym respectively.

13.2. Delivery notes shall be obtained in respect of all goods received and goods must be checked as to order and quality at the time delivery is made.

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

13.4. The RFO shall be responsible for ensuring periodic checks of stocks and stores are performed at least annually.

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

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

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

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

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

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

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

#### **15. Insurance**

15.1. Following the annual risk assessment (per regulation 17), the Clerk and/or RFO shall effect all insurances and negotiate all claims on the council's insurers

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

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

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

## **16. Risk Management**

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

16.2. When considering any new activity, the Clerk/RFO or a duly delegated member of staff shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

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

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

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

**Redenhall with Harleston Town Council adopted the Financial Regulations.**

**At the Town Council meeting held on .....***22<sup>nd</sup> February 2023*

**Signed (Chair).....***Cllr T Graham*

**Next Review.....***March 2024*

## 18. Addendum

18.1. Operational circumstance dictate that there is a need to consider how to process BACS payments should the authorised Councillor signatories be unavailable or during a transitional period between Councillors.

18.2. Paragraph 5.4 to now read:

The Clerk/ RFO shall provide a schedule of invoices submitted, and which are in order, at the next available council or relevant committee meeting. The meeting shall authorise payment to be made by the Clerk/RFO, having ensured that the amounts stated in the invoices were previously approved in accordance with 4.1 to 4.3 above.

*Where time pressure demands payments before the next relevant committee meeting, the schedule of invoices submitted together with supporting invoices shall be reviewed by the Chair of the Finance Committee or in their absence the Vice Chair of the Finance Committee or in the absence of both the Chair of Council and approved as appropriate. Each invoice and the schedule should be signed as evidence of approval.*

Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

18.3. Paragraph 6.8 to now read:

By resolution of the council, payment for items which have been approved and authorised by the appropriate committee or council may be made by BACS in line with the banking mandate and any payments are reported to the appropriate committee or council at the next meeting. The approval of the use of BACS shall be renewed by resolution of the Council at least every year.

*BACS payments shall be entered by the RFO/Clerk or in their absence the Deputy Clerk, and released by the Chair of the Finance Committee or in their absence the Chair of the Council.*

*Should the Chair of the Finance Committee and Chair of the Council be unavailable or otherwise unable to release the payments, the payments may be released by the Deputy Clerk with the approval of the Chair of the Finance Committee or in their absence the Chair of the Council. The approved schedule of invoices submitted, referred to in 5.4, should be compared to the actual payments released by the Chair of the Finance Committee or in their absence the Chair of the Council at the earliest opportunity and presented to the next appropriate meeting. A print of the payments released should be signed as evidence of the review.*

18.4. This addendum should be presented to Full Council for adoption at the earliest opportunity.

**Redenhall with Harleston Town Council agreed an Addendum to the Financial Regulations.**

**At the Executive Council meeting held on 26<sup>th</sup> April 2023**

**Signed (Chair)** *Cllr T Graham*

**At the Town Council meeting held 17<sup>th</sup> May 2023**

**Signed (Chair)** *Cllr Paul MBA*



## Redenhall with Harleston Town Council

# STANDING ORDERS

**22<sup>nd</sup> February 2023**

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

Adoption Date ..... 26<sup>th</sup> July 22<sup>nd</sup>  
~~February~~ 2023

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Date for review .....on or before ~~August~~March  
2024

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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**

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda, at the discretion of the Chairman of the meeting.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 20 minutes unless directed by the chairman of the meeting.

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

*See standing orders 5(h) and (i) for the different rules that apply in the*

*election of the Chairman of the Council at the annual meeting of the Council.*

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

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted**
- **and the meeting shall be closed. The business on the agenda for the**
- **meeting shall be adjourned to another meeting.**

x A meeting shall not exceed a period of 2 hours unless agreed by a majority during the meeting

#### 4. Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a**

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**sub-committee whose terms of reference and members shall be determined by the committee.**

- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer giving adequate notice before the meeting that they are unable to attend;
  - vi. shall permit a committee including a standing committee, to appoint its own chairman and vice chairman at the first meeting of the committee;
  - vii. the Chairman of the Council should not normally be a Chairman of a standing committee, except that the Chairman of the Council should normally be the Chairman of the Executive Committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a sub-committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

- e If the Chairman of the Council or a Committee leaves the position then passes to the Vice-Chairman of the Council or the Committee. If the Chairman of the Council or a Committee takes a sabbatical or leave of absence, the position then passes to the Vice-Chairman of the Council or the Committee who will be Acting Chairman until the Chairman returns.

If the Vice Chairman of the Council or a Committee leaves the position then becomes vacant and the Council or Committee (other than the Executive Committee) should elect a new Vice Chairman. If the Vice Chairman of the Council or a Committee (other than the Executive Committee) takes a sabbatical or leave of absence, the Council or Committee should elect a Vice Chairman who will be Acting Vice Chairman until the Vice Chairman returns.

The Vice Chairman of the Executive Committee should be the Vice Chairman of the Council. If the Vice Chairman leaves, the position will be taken by the new Vice Chairman of the Council. If the Vice Chairman takes a sabbatical or leave of absence the Council should elect a new Vice Chairman of the Council until the Vice Chairman returns, this person will also take the position of Acting Vice Chairman of the Executive Committee until the Vice Chairman returns.

#### 5. **Ordinary Council Meetings**

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

meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

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

- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
6. **Extraordinary Meetings of the Council, Committees and Sub-Committees**
- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
  - b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
  - c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
  - d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within 14 days of having been requested to do so by 3 members of the committee or the sub-committee, any 3 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.
7. **Previous Resolutions**
- a A resolution shall not be reversed within six months except by a special motion, which requires written notice by a majority of the serving councillors to be given to the Proper Officer in accordance with standing order 9.
  - 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, unless there is new and relevant information.

8. **Voting on Appointments**

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

9. **Motions for a Meeting that Require Written Notice to be Given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 10 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **Motions at a meeting that do not Require Written Notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee, sub-committee or officer of the council;
- 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 or dissolve 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 silence or 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 and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a

matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Office.
- 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 at 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 and Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by

the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **Proper Officer**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Planning and Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning committee;
- xvi. 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. **Account sand Accounting Statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors 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 value in excess of ~~£189,330~~**£213,477** for a public service or supply contract or in excess of ~~£4,733,252~~**£5,336,937** for a public works contract; or £663,540 for a social and other specific services 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.**

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- 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 £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 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 of Staff Matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Executive committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Executive committee or, if he is not available, the vice-chairman (if there is one) of the Executive committee of absence occasioned by illness or other reason and that person shall report such absence to the Executive committee at its next meeting.
- c The chairman of Executive committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Executive committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Executive committee or in his absence, the vice-chairman of the Executive committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Executive committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of the Executive committee, this shall be communicated to another member of the Executive committee, which shall be reported back and progressed by resolution of the Executive committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

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 Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **Responsibilities Under Data Protection Legislation**

*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 and 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. All written or oral statements will be given by the Chairman of the Council or Town Clerk

**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. Communications with District and County or Unitary Councillors**

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

**25. Restrictions on Councillor Activities**

- a Unless duly authorised by the Town Clerk no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.
  - iii. approach other outside organisations to seek advice and information.

**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 4 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Whenever the pronouns "he" or "his" are used herein they shall also be deemed to mean "she" or "hers" whenever applicable.

These Standing Orders are based on the New NALC Model Standing Orders 2018.

**Redenhall with Harleston Town Council adopted the Standing Orders**

**At the Town Council meeting held on .....22<sup>nd</sup> February 2023**

**Signed (Chair).....Cllr T Graham**

**Next Review.....March 2024**

# Booking Details & Customer Acceptance

Redenhall With Harleston Town Council - HopeErith - FAW100723-1 booking & acceptance

Redenhall With Harleston Town Council  
The Memorial Leisure Centre, Wilderness Lane  
Harleston  
Norfolk  
IP20 9DD

Booked by Ross Lomax  
Date booked 21/06/23  
Purchase order no TBC  
Account Status credit

Many thanks for your booking - course and delegate details below - please let us know immediately if they are incorrect.

**Please see terms and conditions as this booking is within the late cancellation period.**

Please let us have a Purchase Number before the training date

## course details

- 1 First Aid at Work
- 2 First Aid at Work
- 3 First Aid at Work

## further course details

Initial  
Initial  
Initial

## course code

FAW100723-1  
FAW100723-2  
FAW100723-3

## Date arrival time end time

- | Date       | arrival time | end time |
|------------|--------------|----------|
| 1 10/07/23 | 08:45        | 16:00    |
| 2 11/07/23 | 08:45        | 16:00    |
| 3 12/07/23 | 08:45        | 16:00    |

## Venue

Silver Birch (First Floor)  
Bowthorpe Hall, Bowthorpe Hall Road  
Norwich  
Norfolk NR5 9AA

## Training notes

**Delegates must attend in full and bring valid photo ID for the trainer to sign off prior to assessment**

| Delegate Names or number | Course cost £ | Discount % | Net total £ |
|--------------------------|---------------|------------|-------------|
| Terry Hope               | 158.00        |            | 158.00      |
| Megan Erith              | 158.00        |            | 158.00      |

**Please check the details above - if they are correct please sign and date and return this page only to [info@norvictraining.co.uk](mailto:info@norvictraining.co.uk), the postal address below or fax to 01603 856585**

**I confirm that I have read and agree to the above:**

Signed by:

Name: Ross Lomax

For and on behalf of: Redenhall With Harleston Town Council

Dated:

Net 316.00

VAT 63.20

**Total £ 379.20**

THIS IS NOT A VAT INVOICE WHICH WILL BE SENT SHORTLY

## TERMS & CONDITIONS FOR COURSE RESERVATIONS

In these terms and conditions of trading, 'Norvic' means Norvic Training (UK) Ltd; 'client' means the person(s), company or organisation for whom the services of Norvic are provided; 'student' means the individual nominated by the client to attend a Norvic course as a delegate.

### 1. FEES / HIRE CHARGES

Fees and Hire Charges are valid for thirty days from date of quotation.

### 2. CANCELLATION

Norvic reserve the right to cancel or postpone any pre-advertised course or room hire. If this becomes necessary, as much notice as possible will be given and the Client will be offered a choice, with due consultation, of either (a) a full refund if the course/hire has not yet commenced, (b) a proportionate refund if the course/hire has commenced but not yet finished or (c) an alternative date to commence or complete the course as appropriate.

In circumstances where the Client requests cancellation of an already reserved place or places on a course, no fees will be payable, provided that not less than 21 days written notice is given to Norvic prior to the course commencement. If less than 21 days written notice is given, Norvic reserve the right to make an appropriate charge for administrative and other expenses as follows:

14 - 20 days written notice prior to course commencement - 25% of the course fee.

7 - 13 days written notice prior to course commencement - 50% of the course fee.

Less than 7 days written notice prior to course commencement - 100% of the course fee.

In exceptional circumstances, and at the discretion of Norvic, a reserved place or places on a course may be postponed rather than cancelled. In this circumstance the client must immediately commit to transferring the student to a similar Norvic course to be run at a later date. Transfer of students to another similar course will be confirmed in writing to the Client and cancellation fees will be waived. Postponement of a reserved place or places on a course can only take place on one single occasion. Further postponement of an already postponed place or places will be treated as a cancellation and will be subject to a cancellation fee of 100% regardless of the amount of written notice which is given by the Client.

Norvic requires not less than 3 working days notice of cancellation of a room hire. In all other circumstances the customer will be charged at the full rate for the room hire. Please confirm all cancellations and amendments in writing.

### 3. FAILURE TO ATTEND AND/OR LATE ARRIVAL FOR A TRAINING COURSE

Notwithstanding the provision of 2 (above), if any student fails to attend a course or part of a course on which a place has been reserved for them fees in respect of that student will be payable in full, however: (a) if the course on which a place has been reserved has not yet commenced, a substitute student may be nominated (b) if the course on which a place has been reserved has already commenced, but for exceptional reasons the student has not been able to complete the course, an alternative date will be offered to enable the student to complete the remaining part of the course. 'Exceptional circumstances' means sudden illness, injury or compassionate grounds.

Norvic reserve the right to refuse admittance to a delegate to a course on the grounds of late arrival where this would adversely affect the ability of the delegate or group to complete that course.

### 4. SUITABILITY FOR TRAINING COURSES

The Client is responsible for ensuring that any student selected to undertake a Norvic training course conforms to the pre-course requirements as laid down by Norvic (see [www.norvictraining.co.uk](http://www.norvictraining.co.uk)). Failure to comply with pre-course requirements may result in the student being withdrawn from the course or the issue of their certificate of qualification being held back until such time as the requirements are met.

### 5. DISCLAIMER

Norvic shall not be held liable for any loss, damage, expense, injury or delay of any kind to the Client or student of the Client or any third party by any act, default or omission howsoever caused, except insofar as such liability cannot be excluded by law

### 6. ALTERATION

Norvic reserve the right to amend these terms and conditions without prior notification. These terms and conditions shall be governed by English law and any alterations, modifications or extensions affecting the above clauses shall not be valid unless agreed by Norvic and acknowledged in writing.

### 7. CERTIFICATION

Please note that certificates will not be issued until payment has been received in full for a booking.

### 8. LATE PAYMENT

We understand and will exercise our statutory right to claim interest and compensation for debt recovery costs under the late payment legislation if we are not paid according to agreed credit terms. The late payment interest rate is currently the Bank of England reference rate plus 8%, an administration charge of £70 will be added for debts over £1000.

### 9. DATA USE AND PRIVACY POLICY

## Frequently Asked Questions:



What should I wear? If you are attending training that has practical elements (eg Handling or First Aid) you will need to wear or bring non high-heeled footwear and clothes that you will be happy to kneel or lie in and that maintain modesty and dignity.

What if English isn't my first language or I have problems with literacy? It is important that you let us know well in advance - we will do our best to advise and assist.

What if I have health or mobility issues? If you are pregnant, a new mother or have any health or mobility issues please let us know.

[#carryacup2018](#)

It would be great if you could help us to reduce the number of disposable cups by bringing your own re-usable cup on our courses!

Do I need to bring anything? Not really - but you'll need your current certificate if you're on a requalification course

Is lunch provided? We do not supply lunch except where stated - coffee and tea is available during the day. You are welcome to bring your lunch with you.

How do I get to the venue? We usually also attach venue directions with this booking confirmation - if in doubt please call us or see website for details - [www.norvictraining.co.uk/contact-us/](http://www.norvictraining.co.uk/contact-us/)

Is there any parking at the venue? Please see our website for venue details.

What if I'm running late? Please call us immediately on 01603 343534 - we will help you when possible to catch up - please note that some courses have very strict contact time requirements and that it is not always possible to make up for lost time.