



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 05 MARCH 2024

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, N Berry, C Head, S Knowles, L Mason, T Needham, E North, S Rose, K Stothard, and F Tyas.

Clerk to the Council: S Youngman.

Seven members of the public.

APOLOGIES

Apologies were received from Councillors C Joseph Jay and M Walton.

RESOLVED: To approve the reasons for absence.

167 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

Item 16E: Letter of resignation from Councillor T Nowell.

168 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillor N Berry declared an interest in item 16d.

169 INTRODUCTION TO EMILY WATSON – YOUTH PARISH COUNCIL CHAIRPERSON

Deferred.

170 MINUTES OF THE FULL COUNCIL MEETING HELD ON 23 JANUARY 2024 AND 06 FEBRUARY 2024

RESOLVED: That the minutes of the meeting be approved and signed as a true record of the meeting.

171 MINUTES OF THE COMMUNITY CENTRE AND EVENTS COMMITTEE MEETING HELD ON 16 JANUARY 2024

RESOLVED: That the minutes of the meeting be noted as being received.

172 BURIAL GROUND

The Clerk advised that the Spring maintenance schedule will be starting in the next few weeks and the sunken plots will be topped up.

173 ALLOTMENTS

No updates.

174 PLANNING

24/00248/FUL: 12 Holly Dene: Erection of first floor extension to side existing garage and formation of chimney stack to side of house.

24/00212/FUL: 23 Hornsby Road: Erection of a single storey side extension to replace existing conservatory.

No objections were raised by Council members.

23/02625/FUL: Brooklands, Church Street: David Roe from Building Link Design attended the meeting to discuss the application and provide explanations towards the objections raised by Council. Mr Roe explained that the Highways Officer from Doncaster Council had been incorrect in specifying a wider access to the property and confirmed that there would be no impact to the protected tree roots. There is a sufficient connection to the drainage system on site and a linear soakaway system will be used within the boundary. With regards to privacy concerns, the development meets the local authority guidance however the proposed development is under review and the application will be resubmitted.

175 SCHEDULE OF PAYMENTS

Method	Payee	Item	Amount
DD	BT	Broadband - CC	£79.06
	Croner	HR Subscription	£385.19
	Sky	Broadband – The Acorn Hub	£23.94
	HMRC	PAYE & NI Contributions	£3,277.96
	SYPA	Pension Contributions	£3,386.51
	EDF Energy	Electricity	£1,286.00
	Doncaster Council	Business Rates	£1,004.00
	Worldpay	Subscription	£18.00
		Card Machine Fees	£149.06
	Tesco Mobile	Clerk – Mobile Phone	£33.99
	O2	S&R – Mobile Phone	£36.59
	Worldpay	Subscriptions	£11.94
	Sage	Payroll Subscription	£78.60
BACS	P Millington	Waste Removal Fees	£108.00
	R Weston	Refund	£190.00
	R Power	Singalong Sessions	£200.00
	M Dymniuk	Tea Dance Sessions	£300.00
	Quando Drinks Ltd	Bar Supplies	£417.19
	Armthorpe Elmfield Band	Remembrance Parades (x3)	£450.00
	Quando Drinks Ltd	Bar Supplies	£480.00
			£599.07
	Gloaming Tree Surgery	Tree Works – Cleveland Road	£1,320.00
	Christmas Plus Ltd	Dismantling Fees	£1,598.35
	Rialtas Business	Burial Software and Training	£2,123.94
	DSA Gardening	Grounds Maintenance	£528.00
	Amazon	IT Equipment	£7.99
	Gloaming Tree Surgery	Tree Works – Cleveland Road	£1,200.00
DD	Waterplus	Surface Water Charges Community Centre	£253.50
	British GAs	Electricity – Gas Supply	£338.47

BACS	Gartec	Lift Repairs	£271.20
	DSA Gardening	Grounds Maintenance	£528.00
	J P Glasby Ltd	Electrical Repairs	£2,029.20
	Smart Door Solutions Ltd	Servicing Fees	£153.00
	Branded Sportswear Ltd	Uniform	£31.50
	B Cheetham	Stock Taker Report Fees	£80.00
	Vocon Traffic Management	Road Closure Fees	£126.00
	Doncaster Council	Counselling Fees	£65.00
	Abounce Around Doncaster	Inflatables – 0-7 Session	£150.00
	L Piper	Pantomime Expenses	£55.00
	Wages	Wages	£16,008.67
CC JAN	Aldi	Tea Dance Refreshments	£1.98
	Amazon	Vacuum Cleaner	£159.99
	Post Office Ltd	Postage	£13.95
	Aldi	Bar Supplies	£1.98
	Amazon	Light Bulbs	£49.85
	Skechers	Uniform – Clean up Champion	£65.99
	Viking	Stationery	£85.16
	Mountain Warehouse	Refund	-£29.99
	Amazon	Bar Supplies	£16.49
			£1.12
	Fengxin XTS Ltd	Lamp – Singalong Session	£17.99
	Nisbets	Cleaning Supplies	£111.56
	Aldi	Bar & Tea Dance Supplies	£41.91
	Amazon	Teacups	£27.59
			£55.18
		Decorating Equipment	£7.29
			£33.95
	B&M	Sweets – Sports and Recreation	£10.90
	Screwfix	Shelving	£439.99
	Viking	Cleaning Supplies	£9.59
			£12.54
	Amazon	Stationery	£12.90
	Sanven Industrial Co Ltd	Chair Covers	£191.97
	Nisbets	Air Pots	£140.36
	Amazon	Iron	£69.30

RESOLVED: To approve the payments.

176 BANK RECONCILIATIONS

Council members were provided with the bank reconciliation reports for January 2024.

RESOLVED: To approve the report.

177 UPDATES FROM CITY COUNCILLORS

Councillor S Knowles provided the following updates:

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

- Attendance at the Parish Council 0-7 session.
- Visit to Blue Bell Wood to look at areas to improve with S.106 funds.
- Environmental Pride funding granted to Thornham Community Gardens.
- Attendance at a road safety educational play at Armthorpe Academy.
- Attendance at a Meet your Army recruitment event.

Councillor T Needham provided updates on the following matters:

- The area around the A630 to the M18 has been tidied.
- Hedges have been cut back on Doncaster Road.
- The Air Cadets have received funding towards a memorial bench.
- The issue relating to anti-social bikers has been discussed by elected members and casework to tackle the issue is ongoing.

178 STRATEGIC PLANNING MEETING

Council members were invited to attend a meeting on Tuesday 12th March at 6pm.

RESOLVED: For existing members and Councillors S Knowles, L Mason, S Rose, and K Stothard to join the committee.

179 EASTER PARTY QUOTES FOR ENTERTAINMENT

Council members were provided with further information regarding the provision of entertainment for the proposed event on 5th April 2024.

RESOLVED: For the Clerk to contact King Entertainment and find out if a discount can be applied for three events, Easter, Halloween, and Christmas.

180 ARMTHORPE COMMUNITY THEATRE

Council members were asked to consider establishing a committee to support Armthorpe Community Theatre. The clerk suggested including the matter on the Events Committee agenda with two members from the group attending the meeting without voting rights.

RESOLVED: For the suggestion made the Clerk to be approved.

181 CORRESPONDENCE

NALC Briefing on Council email addresses.

RESOLVED: For Councillor S Rose to assist the Clerk with email addresses for Council members.

Doncaster Council: Extinguishment Order: Footpath off Lime Tree Avenue.

Council members were provided with a copy of the order, no resolutions were made.

Doncaster Council: Extinguishment Order: Southmoor Avenue.

Council members were provided with a copy of the order, no resolutions were made.

Westfield Green Management Ltd: Request to maintain land on Westfield Road.

Council members were provided with the request to manage the piece of land.

RESOLVED: For Councillor S Rose to carry out a site visit and report back to Council and for the Clerk to obtain a quote from DSA Gardening for the work.

Armthorpe Community Centre, Welfare Park, Church Street, Armthorpe, Doncaster, DN3 3AG

Resignation from Councillor T Nowell

Council members discussed the matter once members of the public had left the meeting and noted inaccuracies with the accusations in the letter.

182 DATE AND TIME OF NEXT MEETING

Full Council meeting: Tuesday 2nd April at 7pm.

183 MEMBERS ITEMS

Councillor A Barrington asked for the locations of defibrillators to be shared in the village noticeboards.

Councillor A Barrington advised that Armthorpe Community Library closes at 2pm, which means that school children are unable to access the service. Council agreed for the Clerk to write to the volunteers at the library to offer support if needed for the opening hours to be extended to enable all children to access the library.

Councillor F Tyas questioned whether a completion date for the outstanding work on Nutwell Lane had been agreed.

Councillor F Tyas questioned why only certain sections of the hedge near Shaw Wood /Mere Lane bridleway had been trimmed. Councillor T Needham advised that Doncaster Council have a schedule to work with.



ARMTHORPE
PARISH COUNCIL

MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 14 NOVEMBER 2023

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: C Joseph Jay, L Mason, E North, T Nowell.

Clerk to the Council: S Youngman.

09 APOLOGIES

Apologies for absence were received from the following Councillors and their reason for absence were approved:

Councillor A Dickson and Councillor S Knowles.

10 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

Items 6 to 9.

11 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

Councillor C Brodhurst Brown declared an interest in the matter relating to the contract for the Armthorpe Food Support Administrator.

12 MINUTES OF THE MEETING HELD ON 11 JULY 2023

Council members were provided with a copy of the minutes.

RESOLVED: That the minutes be signed as a true record of the meeting.

13 BAR MANAGER ROLE

The Clerk informed members that one of the Bar Managers had not met the conditions of their probation, therefore the contract had been terminated. The existing Bar Manager had expressed an interest in taking on the role and the Clerk made a recommendation for the contract change to be approved.

RESOLVED: For the Bar Manager role to altered to a sole duty.

14 STAFF ABSENCES

The Clerk provided Council members with an update.

15 FOOD SUPPORT ADMINISTRATOR

The Clerk advised that the contract for the position had expired and made a recommendation for the contract to be extended.

RESOLVED: For the contract to be reissued for a period of twelve months.

16 DEPUTY CLERK ROLE

RESOLVED: For Councillor C Brodhurst-Brown, L Mason, and the Clerk to investigate the matter and report back to the committee.



ARMTHORPE
PARISH COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 20 FEBRUARY 2024

PRESENT:

Chairperson: Councillor C Brodhurst-Brown.

Councillors: A Barrington, N Berry, C Head, L Mason, K Stothard, T Needham, and M Walton.

Deputy Clerk to the Council: B Perks.

Sports & Recreation Officer: C Hughes.

Community Clean up Champion: L Pedley.

APOLOGIES

Apologies for absence were received from the following Councillors and their reason for absence were approved:

- Councillor F Tyas
- Councillor E North
- Councillor T Nowell
- Councillor C Joseph Jay

68 TO CONSIDER ITEMS THAT REQUIRE THE EXCLUSION OF THE PRESS AND PUBLIC

None.

69 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

70 MINUTES OF THE MEETING HELD ON 16 JANUARY 2024

Council members were provided with a copy of the draft minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

71 MONTHLY REPORT RECEIVED FROM THE COMMUNITY CLEAN UP CHAMPION

Council members were provided with a copy of the report.

Councillor Stothard thanked for all her hard work.

RESOLVED: For the Community Clean up Champion to provide full costings for school-based nature ranger project and make a proposal to the staffing committee.

The staffing committee to discuss additional hours and rate of pay, discuss the need for a new job description for this project?

The Community clean up Champion to meet with The Clerk to discuss her proposal, if found to be appropriate to be referred to the Staffing Committee.

72 MONTHLY REPORT RECIEVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report.

The Sports and Recreation Officer provided an overview of the holiday provision.

The Sports and Recreation Officer asked for permission to purchase school sports jerseys.

RESOLVED: For the Holiday Camp to go ahead and funding to be agreed for the purchase of the school sports jerseys to be purchased at a cost of £472.30

73 CONSIDER COSTS TO PURCHASE A GLASS DISPLAY CABINET FOR THE SCULPTURED MINERS HEADS

The Deputy Clerk provided Council members with three quotes to purchase a glass display cabinet.

RESOLVED: A total budget spend of £500 to cover cabinet purchase and signage purchase. For the beech glass display cabinet to be purchased from Display Cabinets UK at a cost of £317.

74 PURCHASE OF AUDIO SYSTEM

Councillor members were provided with a cost to purchase an audio system for the bar and lounge from Scratch Music

RESOLVED: For the audio system for the lounge and bar to be purchased from Scratch Music at a cost of £570.00.

75 MINERS STRIKE ANNIVERSARY – REFRESHMENTS ARRANGEMENTS

Council members discussed arrangements for the event.

RESOLVED: To approve a budget for refreshments, biscuits, and cake up to a cost of £200.

76 CONSIDER MATTERS RELATING TO THE CHILDRENS EASTER PARTY

a. To discuss the provision of £200 for Armthorpe Community Library to organise the event.

RESOLVED: To approve a budget of £200 for Armthorpe Community Library to arrange the event.

b. To review and approve quotes for the entertainers for the Easter party.

c.

Council members were provided with three quotes to provide entertainment at the event.

RESOLVED: To gather more information regarding entertainment for the Easter party and discuss further at the next meeting

77 TO RECEIVE AN UPDATE REGARDING THE WHEELIE BIN STICKERS

The Deputy Clerk provided an update regarding the application for funding.

RESOLVED: For stickers to be placed on any colour refuse bin, main roads to be prioritised and any remaining stickers to be given to houses near schools.

78 EMAIL FROM ALDI REGARDING THE MINERS 40TH ANNIVERSARY WALK

Council members were provided with a copy of the email from a manager of Aldi, Armthorpe.

RESOLVED: For the Deputy Clerk to formulate a response itemising reasons to proceed.

79 TO DISCUSS THE CONTINUATION AND FUNDING THE SINGALONG SESSIONS

Council members were provided with information regarding costs and attendee numbers.

RESOLVED: To approve a further 12 weeks support with a push on publicity and the group helping with this where possible.



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 20 FEBRUARY 2024

PRESENT:

Chairperson: Councillor C Head.

Vice Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, and N Berry.

Also present: S Youngman.

APOLOGIES

Apologies for absence were received from the following Councillors and their reason for absence were approved:

Councillors C Joseph Jay and E North.

NOT IN ATTENDANCE

Councillor T Nowell.

36 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

37 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

38 MINUTES OF THE MEETING HELD ON 16 JANUARY 2024

Council members were provided with a copy of the minutes.

RESOLVED: To approve the minutes as a true record of the meeting.

39 ARMTHORPE COMMUNITY THEATRE

Helen Evans and Lynne Piper attended the meeting to provide an update on the shows for the coming year. A discussion took place regarding the group receiving support from Armthorpe Parish Council.

RESOLVED: For the matter of a new committee to be discussed by Full Council on 5th March 2024

40 UPCOMING EVENTS

40th Anniversary of Miners Strike: Sunday 17th March 2024

Council members discussed the arrangements for the day.

The Clerk advised that the application for the road closure is ongoing and confirmed that guest speakers had been arranged. Permission has been granted to start the parade from outside the Pit Club. Denise Stothard is unable to attend the event.

RESOLVED:

1. For a procession order to be produced and shared.
2. For stewards to be found to assist with the parade.
3. For Councillor C Brodhurst Brown to select photographs to be displayed at the event.

D-Day 80: Thursday 6th June 2024

Deferred.

Easter Party: Friday 5th April 2024 – 2pm to 4pm and 6pm to 8pm

Deferred.

Miners Memorial: Sunday 1st September 2024

Deferred.

Halloween Party: Thursday 31st October 2024 – 6pm to 8pm

Deferred.

Firework Display: Monday 4th November 2024

Deferred.

Remembrance Parade: Sunday 10th November 2024

Deferred.

Christmas Market and Christmas Light Switch On: Saturday 23rd November 2024

Deferred.

Children’s Christmas Party: Friday 6th December 2024: 6pm to 8pm

Deferred.

Christmas Tea: Friday 13th and Saturday 14th December 2024

Deferred

41 NEXT MEETING DATE

RESOLVED: To meet on 19th March2024 at 6pm.

MINUTES OF THE MEETING OF THE STRATEGIC PLANNING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 12 MARCH 2024

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: N Berry, S Knowles, L Mason, T Needham, S Rose, and K Stothard.

20 APOLOGIES

None received.

21 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

22 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

23 MINUTES OF THE MEETING HELD ON 16 MAY 2023

RESOLVED: That the minutes of the meeting be approved and signed as a true record of the meeting.

24 DEVELOPMENT OF STRATEGIC PLAN

Council members reviewed the work carried out to date and agreed to concentrate on one matter on the list of priorities.

RESOLVED:

1. To develop the plans for the land to the rear of Armthorpe Community Centre which could include:
 - Community orchard
 - Multi Use Games Area (MUGA)
 - Running track
 - Bike parking area
 - Wildlife area
 - Play facilities for all age ranges
 - Skate Park
 - Seating area
 - Performance space
 - Exercise areas
 - Incorporating the land off Southfield Road
 - Green pathway
2. For Councillor T Needham to invite a member of the Get Doncaster Moving team to a meeting.
3. To establish a timeline for the project at the next meeting.
4. For the Clerk to provide maps of the site at the next meeting.
5. For Council members to concentrate on the following matters at the next meeting:
 - Funds
 - Partners/sponsorship
 - Site users

- Consultation planning
- Design and logistics
- Land and maps
- Existing provision
- Planning

25 DATE OF NEXT MEETING

RESOLVED: To meet fortnightly with the next meeting being held on 26 MARCH 2024 at 6pm.

ARMTHORPE PARISH COUNCIL

LIST OF PLANNING APPLICATIONS FOR CONSIDERATION
AT THE MEETING TO BE HELD ON 02 APRIL 2024

Reference	Property	Application
24/0430/FUL	40 Elmwood Crescent	Erection of a part single storey & part two storey rear extension and erection of a porch to the front of the dwelling house.
24/00448/FUL	2 Old School Close	Erection of a single storey extension to side of dwelling.

Print Version

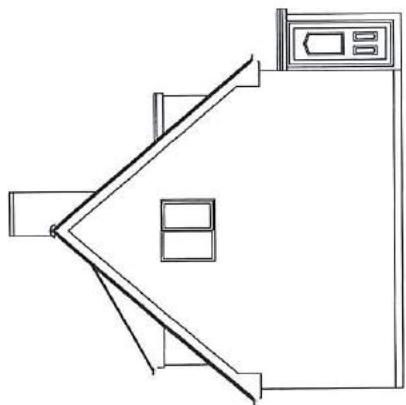
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Summary

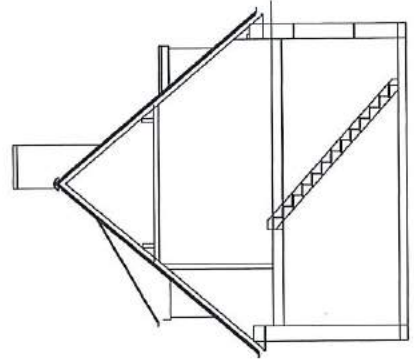
Reference	24/00430/FUL
Alternative Reference	PP-12877211
Application Received	Mon 11 Mar 2024
Application Validated	Mon 18 Mar 2024
Address	40 Elmwood Crescent Armthorpe Doncaster DN3 3BA
Proposal	Erection of a part single storey & part two storey rear extension and erection of a porch to the front of the dwelling house.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

Further Information

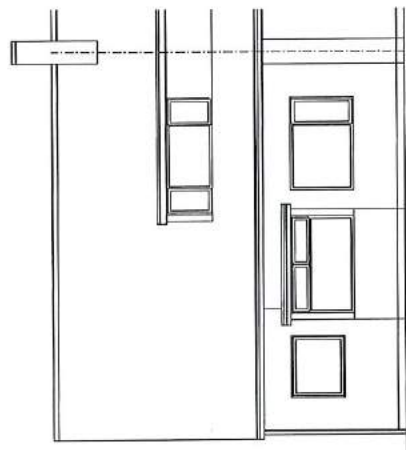
Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Sara Dodds
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Farrell
Agent Name	Malcolm Cook - Windle Cook Architects
Agent Company Name	Windle Cook Architects
Agent Address	776 Newbold Road Chesterfield S41 9RP
Environmental Assessment Requested	No



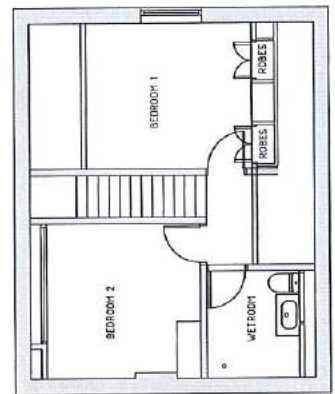
SIDE ELEVATION



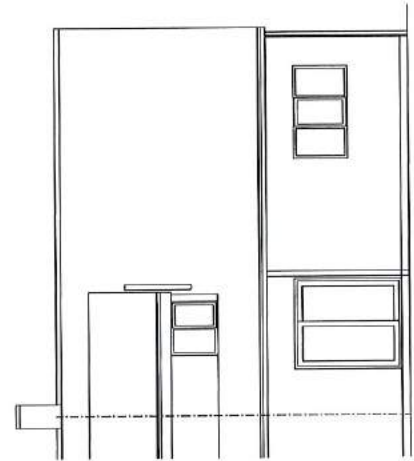
SECTION



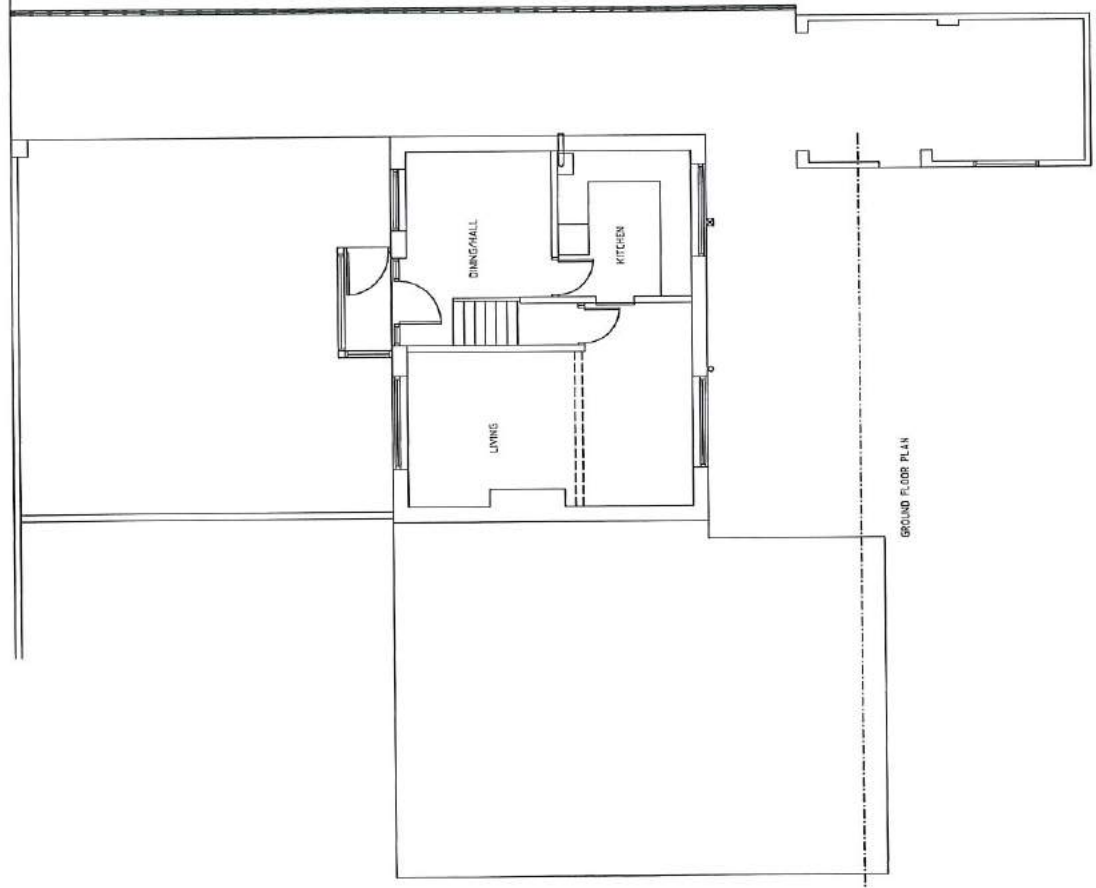
FRONT ELEVATION



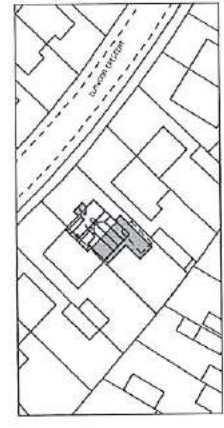
FIRST FLOOR PLAN



REAR ELEVATION



GROUND FLOOR PLAN



BLOCK PLAN 1/500



LOCATION PLAN 1:1250

Client: ALEX FARSELL

Project: REAR EXTENSION AND PORCH
40 ELWACLOE CRESCENT
ANNITONPTON
DONCASTER, DN12 3BA

Date: EXISTING PLANS AND ELEVATIONS

windle cook architects		Scale	1:500/1:250
www.windlecook.co.uk		Date	12/01/17
Quantity	2	Drawn by	AW
Checked by	AW	Project No.	23250-101

windle cook architects
 www.windlecookarchitects.com 01773 502001

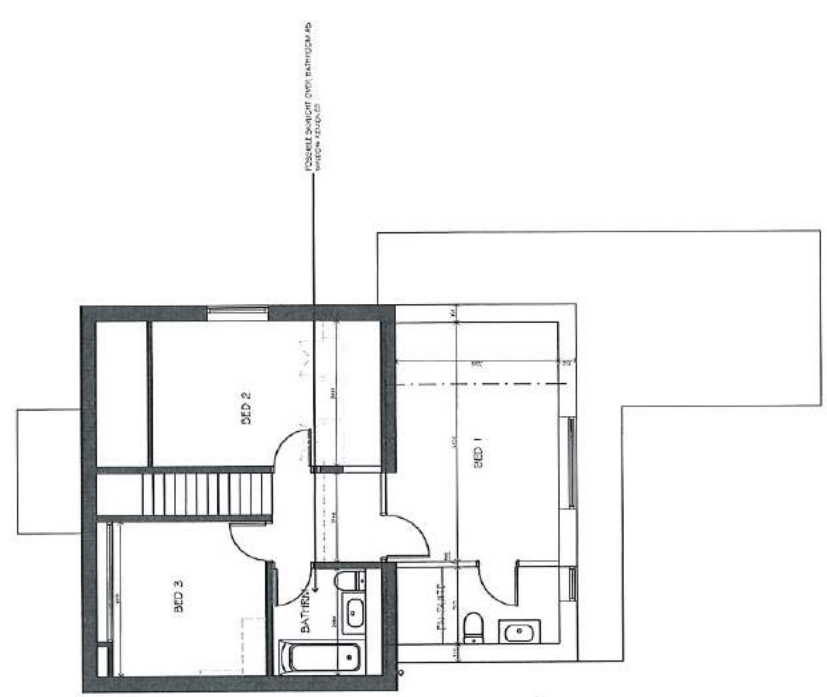
Project No	13/01/2023	Date	
Issue		Drawn By	
Client		Drawn No	
Checker		Project No	2320-P02

Client: ALEX FARRELL

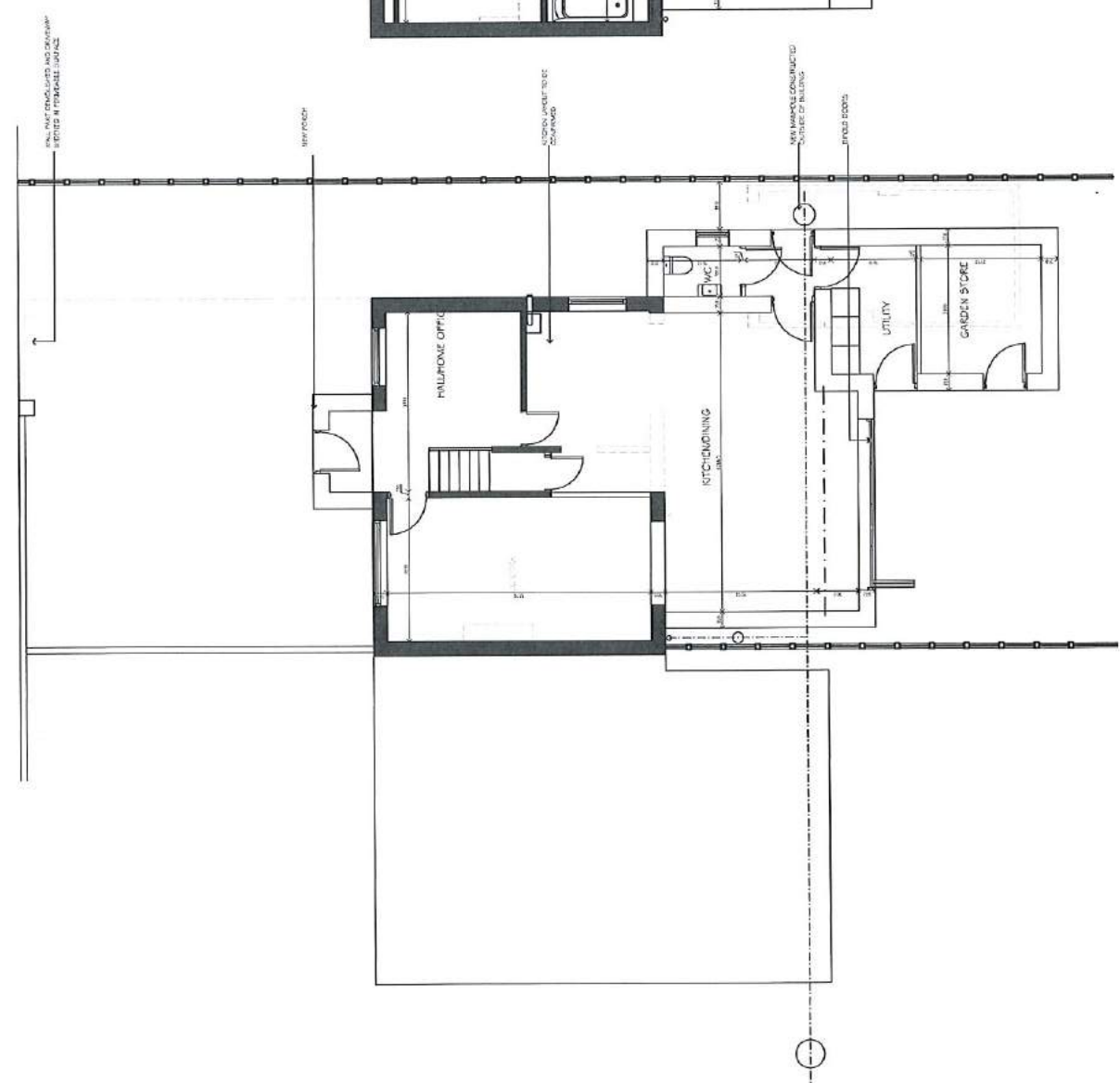
Project: BRAN EXTENSION AND PORCH
 40 ELWOOD CRESCENT
 ANTHONY'S
 DONCASTER DN2 5BA

Drawn: PROPOSED PLANS

FIRST FLOOR PLAN



GROUND FLOOR PLAN

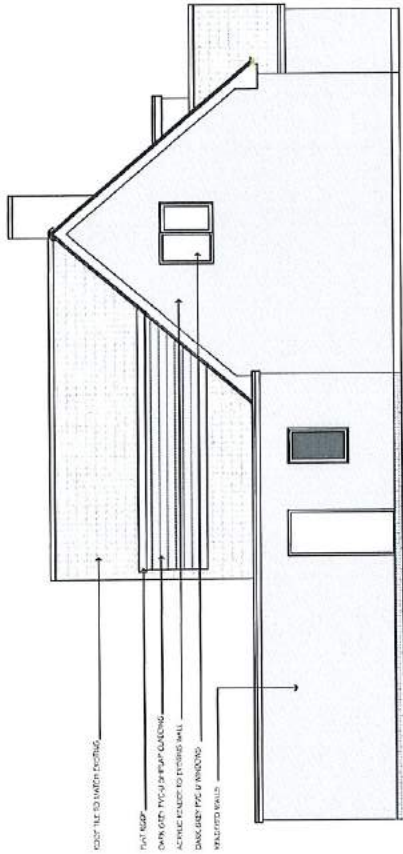


NEW WINDOW CONSTRUCTED OUTSIDE OF BUILDING
 SET OUT IN DRAWING AND IZS

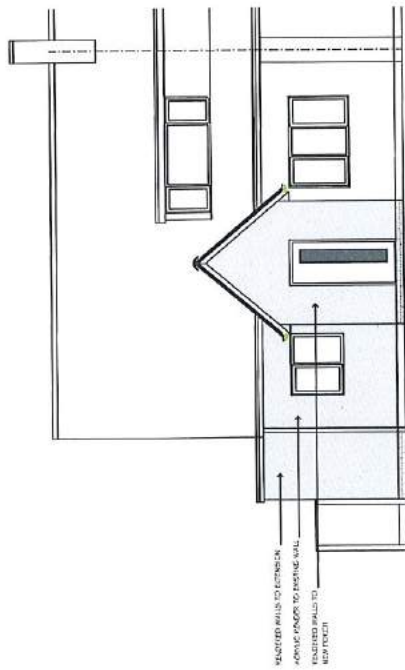
NEW WINDOW

NEW WINDOW CONSTRUCTED OUTSIDE OF BUILDING

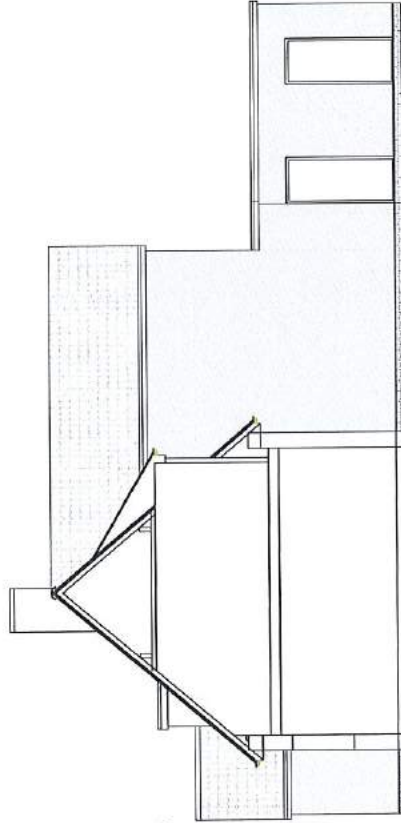
DOUBLE DOOR



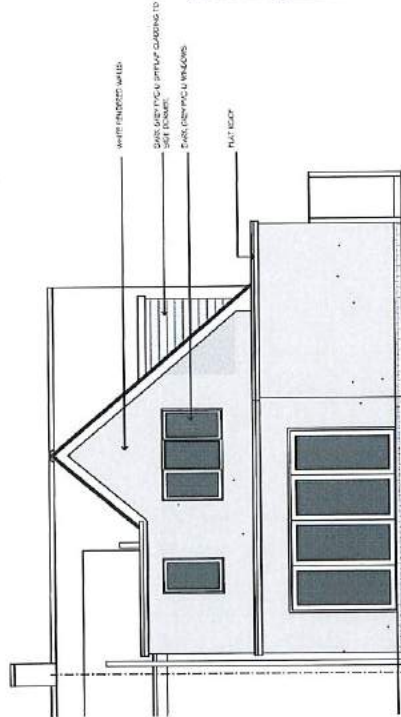
SIDE ELEVATION



FRONT ELEVATION



SIDE ELEVATION



REAR ELEVATION

Drawn:
ALEX FARRELL

Project:
REAR EXTENSION AND PORCH
40 ELMWOOD CRESCENT
ARMITAGE
DONCASTER, DN1 3BA

Drawn:
PROPOSED ELEVATIONS



Windle Cook Architects
111-113 Southgate Road, Doncaster, DN1 1JH

Client:	WCA	Date:	18/05/2024
Project:	REAR EXTENSION AND PORCH	Drawn by:	ALEX FARRELL
Checked by:	23/05/2024	Checked by:	23/05/2024

Print Version

[Close Window](#)[Print](#)

Summary

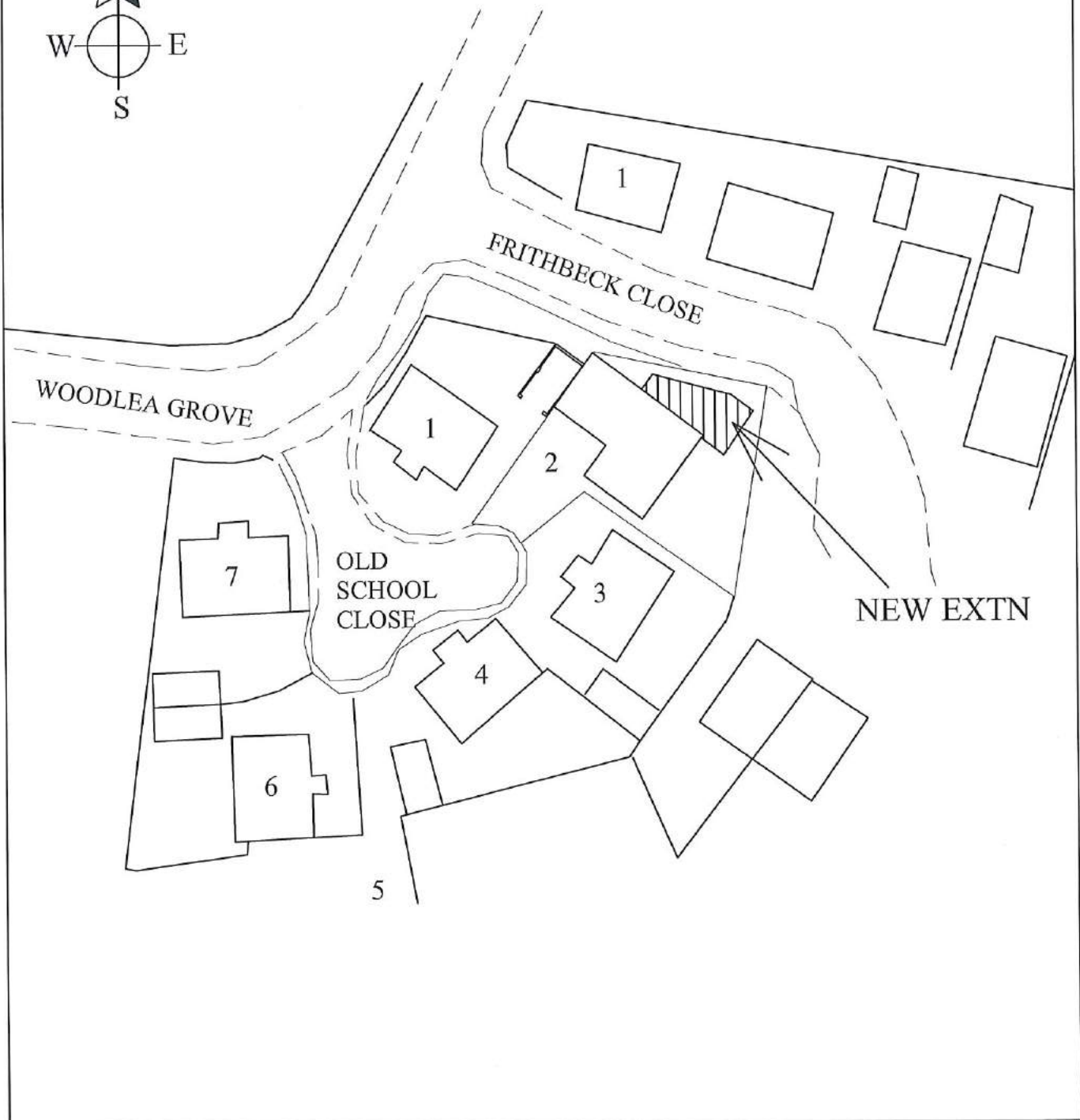
Reference	24/00448/FUL
Alternative Reference	PP-12885673
Application Received	Wed 13 Mar 2024
Application Validated	Wed 13 Mar 2024
Address	2 Old School Close Armthorpe Doncaster DN3 2SA
Proposal	Erection of a single storey extension to side of dwelling.
Status	Awaiting decision
Appeal Status	Unknown
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Hollie Hazlett
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Milnes
Agent Name	Mr Christopher Beckett
Agent Company Name	HPDS Ltd
Agent Address	Woburn House Pine Tree Close Wroot Doncaster DN9 2BT
Environmental Assessment Requested	No

BLOCK PLAN

SCALE 1:500



Armthorpe Parish Council – Payment Schedule – March 2024

Method	Payee	Item	Amount
DD	HMRC	PAYE & NI Contributions	£3,611.78
	Sky	The Acorn Hub – Broadband	£23.94
	Veolia	Recycling Charges – CC	£88.74
	Croner	HR Subscription	£385.19
BACS	Quando Drinks Ltd	Bar Supplies	£20.19
			£1,439.13
	Michelle Dymniuk	Tea Dance Sessions – February	£180.00
	Doncaster Council	Counselling Fees	£195.00
	B Cheetham	Bar Stock Take Report	£100.00
	Bar 24 Ltd	The Acorn Hub – Rent and Service Charges	£2,807.48
	Vision ICT Ltd	Email Hosting Fees	£21.60
	DSA Gardening	Grounds Maintenance Fees	£528.00
	Yogalols	Singalong Sessions – February	£150.00
	YLCA	Training – B Perks	£50.00
	J P Glasby Ltd	Emergency Lighting Testing and Remedial Works	£1,057.74
DD	British Gas	Gas Supply – CC	£349.33
	Tesco Mobile	Clerk Mobile Phone Charges	£33.99
	Worldpay	Subscription	£18.00
	SYPA	Pension Contributions	£3,207.35
BACS	Saxon Travel Ltd	S&R Annual Trip Coach Fees	£585.00
	Worldpay	Subscription	£11.94
DD	Sage	Payroll Subscription	£78.60
	Croner	HR Subscription	£385.19
	O2	S&R Mobile Phone Charges	£36.59
BACS	RCT Exterior Property Services	Replacement of Gutters – CC	£4,150.00
DD	BT	Broadband Charges – CC	£79.06
BACS	Wilfreda Beehive	Bridlington Trip Coach Fees	£325.00
	DSA Gardening	Grounds Maintenance Fees	£528.00
	B Perks	Refreshments – Miners Strike Event	£34.45
DD	EDF Energy	Electricity Charges – CC	£1,286.00
	Doncaster Council	Business Rates – CC	£1,004.00
	Worldpay	Card Machine Fees	£145.66
	Waterplus	Surface Water Charges – CC	£237.20
BACS	Wages	Wages	£16,421.00
CC	Amazon	Refund – LED Lamps	-£63.28
	Armthorpe Pet & Garden Supplies	Decorating Supplies	£8.79

Amazon	Chair Bows	£7.94
Amazon	Tablecloths	£41.99
The Purpleguide	Subscription	£30.00
Amazon	Bar Supplies	£127.44
Viking	Kitchen Supplies	£24.93
Amazon	Stationery	£12.59
Wee Blue Coo Ltd	King Charles Portrait	£15.49
Aldi	Bar Supplies	£7.65
Nisbets	Cups and Cleaning Supplies	£34.50
	Cleaning Supplies	£39.46
Aldi	Tea Dance Supplies	£60.02
Nisbets	Cleaning Supplies	£23.22
	Cleaning Supplies	£1.54
	Cups	£98.34
Armthorpe Pet & Garden Supplies	Decorating Supplies	£18.30
Vintage Wholesalers Ltd	Chair Bows	£85.05
P Millington	Waste Removal Fees – CC	£120.00
Display Cabinets Ltd	Cabinet – Miners Heads	£317.00
Amazon	TV Remote	£19.99
Nisbets	Cleaning Supplies	£35.98
Amazon	Bar Supplies	£29.60
	Stationery	£16.19
Trendy Design Co Ltd	Bin Stickers	£599.99
Arco Ltd	Uniform	£47.99
Display Cabinets Ltd	Duplicate Order	£317.00
Aldi	Bar Supplies	£5.50
	Tea Dance Supplies	£9.24
	Youth Club Supplies	£8.71
Amazon	Cleaning Equipment	£69.98
Display Cabinets Ltd	Refund	-£317.00

Armthorpe Parish Council Current Year
Bank - Cash and Investment Reconciliation as at 29 February 2024

Confirmed Bank & Investment Balances
Bank Statement Balances

29/02/2024	Co-Operative Bank Plc Current	117,569.15
29/02/2024	Co-Operative Bank Credit Card	-1,970.14
29/02/2024	Bar Float	500.00
29/02/2024	Petty Cash - Community Centre	0.00
29/02/2024	Petty Cash - Bar	0.00
29/02/2024	Petty Cash - Sports & Recreation	50.00

116,149.01
Other Cash & Bank Balances
8.49

116,157.50
Receipts not on Bank Statement
0.00

116,157.50
Closing Balance
All Cash & Bank Accounts

1	Co-Operative Bank Plc Current	117,569.15
2	Co-Operative Bank Credit Card	-1,970.14
3	Bar Float	500.00
4	Petty Cash - Community Centre	0.00
5	Petty Cash - Bar	0.00
6	Petty Cash - Sports & Recreation	50.00
	Other Cash & Bank Balances	8.49
	Total Cash & Bank Balances	116,157.50

**ARMTHORPE PARISH COUNCIL STANDING ORDERS 2018
(ENGLAND)**

UPDATED APRIL 2022

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

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

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

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

Drafting notes

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

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

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

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairperson 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 chairperson 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 chairperson of the meeting, is expressed in writing to the chairperson.
- 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 chairperson 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 chairperson of the meeting.
- k One or more amendments may be discussed together if the chairperson 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 chairperson 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 chairperson 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 chairperson 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 chairperson 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 chairperson of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairperson of the meeting to moderate or improve their conduct, any councillor or the chairperson 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 chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

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

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairperson of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairperson of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct comments to the chairperson of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairperson 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 Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council.**
 - p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council if present, shall preside. If both the Chairperson and the Vice-Chairperson 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 chairperson 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 Chairperson 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.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference.
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council.
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings.
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee.
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend.
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairperson of the standing committee.
 - vii. shall permit a committee other than a standing committee, to appoint its own chairperson at the first meeting of the committee.
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.

- ix. shall determine if the public may participate at a meeting of a committee.
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

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

Chairperson of the Council and shall give a casting vote in the case of an equality of votes.

- j Following the election of the Chairperson of the Council and Vice-Chairperson of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chairperson 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 Chairperson 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 Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairperson 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 chairperson 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 chairperson of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

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

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

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

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

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

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

12. DRAFT MINUTES

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

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

"The chairperson 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 they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.**
- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it.
- iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office.**
- iv. **facilitate inspection of the minute book by local government electors.**
- v. **receive and retain copies of byelaws made by other local authorities.**
- vi. hold acceptance of office forms from councillors.
- vii. hold a copy of every councillor's register of interests.
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures.
- ix. liaise, as appropriate, with the Council's Data Protection Officer.
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g., the Limitation Act 1980).
- xii. arrange for legal deeds to be executed.
(See also standing order 23).
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xv. refer a planning application received by the Council to the Chairperson or in his absence the Vice-Chairperson of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council which shall not be used without a resolution to that effect.
(See also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved, and paid in accordance with the law, proper practices, and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September, and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter.
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end on 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls.
 - ii. the assessment and management of financial risks faced by the Council.
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** 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 £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 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. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details (LTN87).**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairperson of the staffing committee or, if they are not available, the vice-chairperson of the staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the staffing committee at its next meeting.
- c The chairperson of staffing committee or in their absence, the vice-chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk to the Council. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairperson of the staffing committee or in their absence, the vice-chairperson of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of staffing 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 chairperson or vice-chairperson of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance, or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 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 chairperson of a meeting as to the application of standing orders at the meeting shall be final.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

ARMTHORPE PARISH COUNCIL
FINANCIAL REGULATIONS 2019 FOR ENGLAND
(APRIL 2023)

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

1. General

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

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

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

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

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

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

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

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

1.8 The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

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

- 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 £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

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

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

2. Accounting and audit (internal and external)

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

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the 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 and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

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

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

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

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

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

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

3. Annual estimates (budget) and forward planning

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

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

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

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

4. Budgetary control and authority to spend

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

- the council for all items in the approved budget;
- a duly delegated committee of the council for all items that may be required it within the terms of reference of such committee; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,500.

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

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

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

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

4.4. The salary budgets are to be reviewed at least annually in January for the following financial year and such review shall be evidenced by a hard copy schedule signed by the

Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

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

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

5. Banking arrangements and authorisation of payments

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

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

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

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

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

a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;

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

c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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

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

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

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct

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

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

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

6. Instructions for the making of payments

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

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

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

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

6.5. To indicate agreement of the details shown on the cheque or order for payment with the 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 at the next convenient meeting.

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

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made.

The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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

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

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

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

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

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

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

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking

work. Breach of this Regulation will be treated as a very serious matter under these regulations.

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

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

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

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

6.21. The 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 £50 for community centre and a float of £500 for the bar for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. Payment of salaries

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

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

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

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

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

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

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

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

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

8. Loans and investments

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

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

writing shall be provided to council in respect of value for money for the proposed transaction.

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

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

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

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

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

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

9. Income

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

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

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

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

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

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

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

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

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

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

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

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

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

11. Contracts

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

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

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £750 (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 £30,000 or more, the council shall comply with the relevant requirements of the Regulations².

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 Public Contracts Regulations 2015 (which may change from time to time)³.

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

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

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

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

³ Public Contracts, with estimated value (including VAT from 1 Jan 2022)

a) For goods and Services over £213,477 (previously £189,330 ex VAT)

b) For public works (construction) over £5,336,937 (previously £4,733,252 ex VAT)

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

h) When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

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

12. Payments under contracts for building or other construction works

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

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

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

13. Stores and equipment

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

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

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

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

14. Assets, properties and estates

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

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

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

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

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

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

15. Insurance

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

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

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

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

16. Risk management

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

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

18. Suspension and revision of Financial Regulations

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

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

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



Financial Risk Assessment

The Council has looked at the financial risks that it must deal with and resolved to adopt the following policy.

1. Handling Cash

The Parish Council tries to limit the amount of cash received, all cash is secured in a locked cabinet and is banked weekly. Other items of regular income including the precept, bank interest and annual VAT return are paid directly into the Parish Council's bank account. Customers are encouraged to pay by card or BACS for functions.

2. Employers Liability

The Council employs seventeen members of staff. Its insurance policy with Zurich Municipal provides employers liability cover of £5,000,000.

3. Public Liability

The Council has public liability cover to £10 million under its policy with Zurich Municipal.

4. Fidelity Guarantee

The Council has fidelity guarantee cover to £500,000.

5. Contracts and tendering

The Council has a standing order in place for contract, which is mandatory.

6. Banking Arrangements

Six Councillors are signatories. Two Councillor signatures are required by the bank and in law. Cheques are only signed at meetings of the council and are rarely used. The Clerk, Deputy Clerk and three Councillors also have access to online banking. The Council uses the BACS system to make payments and all payments entered onto the system are required to be authorised by a Councillor before being released.

7. Bank Reconciliation

The Council receives a monthly bank reconciliation statement.

8. Cash Book Records

Cash book records are entered onto Rialtas Business Suite system and reconciled on a monthly basis. All records are backed up regularly.

9. Internal Audit

The Council has appointed an independent internal auditor. An audit is carried out every six months.

10. Internal Control

The Council has established a system of internal control and set criteria for the appointed Councillors to work to. Two Councillors are appointed at the annual meeting to undertake the internal control checks throughout the year as agreed in the Council's policy (see Financial Regulations).

11. PAYE and Workplace Pensions Compliance

The Council receives evidence of PAYE payments to HMRC via a monthly payment schedule and is compliant with its duties in respect of automatic enrolment and workplace pensions (i.e. declaration of compliance and list of monthly pension payments).

Financial Risk Assessment adopted/reviewed at a meeting of Armthorpe Parish Council held on 2nd April 2024.

Chairman

Responsible Financial Officer



Statement of Internal Control and Effectiveness of Internal Control

Introduction

Armthorpe Parish Council is a local authority funded by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the management of risk.

The Council is required to review at least annually the effectiveness of its systems of financial control. This is informed by the work of the internal auditor and the Council as the body corporate who has responsibility for the development and maintenance of the internal and external auditors in their respective interim and annual reports.

Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to:

- Identify and prioritise the risks to the achievement of the Council's policies, aims and objectives.
- Evaluate the likelihood of those risks being realised and the impact should they be realised; and manage them effectively, efficiently, and economically.

The system of internal control accords with the practices set out in the Joint Panel on Accountability and Governance; A Practitioners Guide (2024 edition).

The Internal Control Environment

The Council:

- Has adopted Financial Regulations which set parameters for its financial operations.
- Reviews its obligations and objectives and approves budgets for the following year at its January meeting.
- Approves the level of precept for the following budget year at its January meeting.
- Will appoint two Councillors to conduct monthly bank reconciliation checks.
- Will meet once a quarter and monitor progress at each meeting by receiving reports from the RFO/Clerk.
- Conducts regular reviews of its internal controls, systems, and procedures.

The Clerk:

- Has been appointed by the Council and acts as the Council's advisor and administrator.
- Is the Council's Responsible Financial Officer (RFO) and is responsible for administering the Council's finances.
- Conducts regular budget monitoring and reports quarterly to the Council.
- Is responsible for the day-to-day compliance with laws and regulations that the Council is subject and for managing risks.
- Ensures that the Council's procedures, control systems and policies are adhered to.

Payments:

- All payments are reported to the Council for approval.
- Two members of the Council must authorise all payments and adhere to the Council's Financial Regulations as appropriate.
- Where delegation permits, as per the Local Government Act 1972, s10(1a) and the Council's Financial Regulations, a report will be provided to the next full Council.

Risk Assessments/Risk Management:

- The Council maintains up to date risk assessments as appropriate, reviewing all documents at least annually, and regularly reviews its systems and controls.
- The Council seeks and receives appropriate property, legal, insurance and health and safety advice as appropriate to manage risk.

Internal Audit:

- The Council appoints an independent and competent internal auditor who reports to the Council on an annual basis on the adequacy of its records, procedures, systems, internal controls, and risk management.
- Any issues raised by the Internal Auditor are reported in writing to the Council and agreed actions are monitored to ensure that they have been conducted and implemented within agreed timescales.
- The Council reviews the effectiveness of internal audit annually.

External Audit:

- The Council has appointed an External Auditor, PKF Littlejohn, until further notice to conduct a limited assurance review.
- Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to Council.

Review of Effectiveness:

The Council has responsibility for conducting a review of effectiveness of the system of internal control and internal audit process, which is monitored and informed by:

- The Council.
- The Clerk to the Council/RFO.
- The work of nominated Councillors reporting to the Council as the 'body corporate.'
- The work of the Independent Internal Auditor.
- The External Auditors through the Annual Return.