



Report of the Clerk to the Council regarding the eligibility to declare General Power of Competence.

1 Introduction

Parish and Town Councils are 'creatures of statute' and may only act within the powers conferred by various Acts of Parliament and in undertaking any activity the council must always be satisfied it has the necessary power to act.

The Localism Act 2011 introduced the General Power of Competence, a power of first resort which empowers the council to do 'anything an individual generally may do'. The power is intended to enable councils to act without the need to identify specific powers and to broaden the ability of a council to undertake activity for the benefit of its area. The primary limitation of the power is that it cannot be used to undertake activity for there is a statutory prohibition.

The power can be adopted by councils by resolving it meets the criteria set out in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, namely:

- a) That a minimum of two thirds (66%) of its members have been elected.**
- b) That the Clerk holds a relevant qualification.**

The resolution must be repeated at each annual meeting following ordinary elections.

2 Eligibility

The council meets the eligibility criteria with 77% of members elected and the Parish Clerk holds the relevant qualification (CiLCA).

3 Recommendation

To resolve that in accordance with the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 the Parish Council meets the conditions set out to exercise the General Power of Competence.

S Youngman, Clerk to the Council.

20th April 2026



MINUTES OF THE MEETING OF ARMTHORPE PARISH COUNCIL HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 07 APRIL 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Barrington, A Bradley, L Bradley, C Head, L Monks, T Needham, C Parry, S Rose, and C Trewick.

City Councillors: C Marriott and N Pritchard.

Clerk to the Council: S Youngman.

Seven members of the public.

Absent: Councillor N Berry.

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

RESOLVED: None

162 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

Councillors C Brodhurst Brown and T Needham declared an interest in matters relating to 26/00411/OUTM.

163 APOLOGIES

Apologies were received from Councillors A Duckitt, M Jackson, E North and M Walton.

RESOLVED: To approve the reasons for absence.

164 MINUTES OF THE FULL COUNCIL MEETING HELD ON 03 MARCH 2026

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

165 MINUTES OF THE EVENTS MEETING HELD ON 17 FEBRUARY 2026

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

166 MINUTES OF THE COMMUNITY CENTRE AND GENERAL-PURPOSE MEETING HELD ON 17 FEBRUARY
2026

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

167 MINUTES OF THE STAFFING MEETING HELD ON 02 DECEMBER 2025

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

168 MINUTES OF THE SPORTS AND RECREATION MEETING HELD ON 07 OCTOBER 2025

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

169 PLANNING

a. Planning Applications

26/00297/COU: Units 18 & 19 Durham Lane: Change of use from B2 to E(d) to create a purpose built padel court and health and wellbeing facility. No objections raised by members.

26/00369/ADV: Unit 6 Mill Street: Installation of replacement canopy sign and display of an additional wall-mounted sign on the west elevation of the premises. No objections raised by members.

26/00368/FUL: Unit 6 Mill Street: Proposed alterations to the existing shopfront and display of replacement signage: No objections raised by members.

26/00411/OUTM: Land South of Ladycroft Road: Outline application for residential development of up to 200 houses with associated infrastructure (all matters reserved except for access).

RESOLVED: To submit an objection to the application, citing concerns regarding increased pressure on local highways and services, the loss of wildlife habitat and greenbelt/green wedge land, drainage and flood-risk issues, the site's proximity to a designated Site of Special Scientific Interest, the fact that Armthorpe's housing delivery targets under the Neighbourhood Plan have already been met, the loss of agricultural land, the proposed construction traffic routes, and the presence of Tree Preservation Orders on land identified as a potential access point.

b. Neighbourhood Plan

Council members were provided with a quote to carry out a review of the neighbourhood plan which expires in 2028. The Clerk advised that seven companies had been approached for a quote but only one company had agreed to provide a quote.

RESOLVED: To pursue the review of the plan and consider delivering the project over two financial years and also seek advice from other Councils to see how they have carried out a review.

170 FINANCE

a. Bank Reconciliation

Council members were provided with the bank reconciliation dated 28th February 2026.

RESOLVED: To approve the statement.

b. Schedule of Payments

Method	Payee	Item	Amount
DD	HMRC	PAYE & NI CONTRIBUTIONS	£5,128.68
	BUSINESS STREAM	WATER SUPPLY – COMMUNITY CENTRE	£247.42
		WATER SUPPLY – BURIAL GROUND	£225.66
		WATER SUPPLY – ALLOTMENTS	£9.00
	EDF	ELECTRICITY – COMMUNITY CENTRE	£1,422.92
	BT	BROADBAND – COMMUNITY CENTRE	£63.78
	ONECOM	TELEPHONE – COMMUNITY CENTRE	£175.97
BACS	SAXON TRAVEL	COACH HIRE – S&R DAY TRIP	£595.00
	DSA GARDENING	TREE PLANTING SESSION	£101.94
		GROUNDS MAINTENANCE	£1,056.00

	ARMTHORPE COMMUNITY THEATRE	FUNDING – GROUNDWORKS FOR SHED	£500.00
	M DYMNIUK	TEA DANCE SESSIONS	£180.00
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£70.00
	DINING DIVA	CLEANING SUPPLIES	£6.90
	FLYING FUTURES	YOUTH CLUB SUPPORT	£720.00
	SOUTH YORKSHIRE COUNTY SCOUT COUNCIL	FUNDING – WOULD SCOUT JAMBOREE	£300.00
DD	WORLDPAY	SUBSCRIPTION	£1.20
	QUANDO DRINKS LTD	BAR SUPPLIES	£24.53
			£474.02
	BT	BROADBAND – THE ACORN HUB	£36.23
	SYPA	PENSION CONTRIBUTIONS	£3,693.34
	TESCO MOBILE	CLERK MOBILE PHONE CHARGES	£31.99
	BRITISH GAS	GAS SUPPLY – COMMUNITY CENTRE	£869.48
BACS	DINING DIVA	CLEANING SUPPLIES	£48.60
	DAWSON & BURGESS	DISBURSEMENTS – COW HOUSE LANE REGISTRATION	£260.00
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£70.00
	BAR 24 LTD	RENT & SERVICE CHARGES – THE ACORN HUB	£2,807.48
		INSURANCE	£111.48
	DUNCAN NICHOLLS	ACCESSIBLE TOILET HIRE FEES – FIREWORK EVENT	£132.00
	LITE	CHRISTMAS LIGHTING DISMANTLING FEES	£9,821.04
	YLCA	BREAKTHROUGH TRAINING – COUNCILLORS	£245.00
DD	O2	S&R MOBILE PHONE CHARGES	£25.82
	COPY PRINT SCAN	PHOTOCOPYING CHARGES	£169.42
	BIFFA	RECYCLING CHARGES	£23.93
	WATERPLUS	SURFACE WATER CHARGES – COMMUNIT CENTRE	£255.44
	WORLDPAY	CARD MACHINE FEES	£67.90
BACS	SMART BLINDS	BLINDS – YOUTH CLUB	£555.00
	ARMTHORPE COMMUNITY LIBRARY	EASTER EGGS	£50.00
	WAGES	WAGES	£13,784.52
CC	TEMU	REFUND	-£12.33
	AMAZON	KETTLE	£14.99
	BRUNEL ENGRAVING CO	DOOR SIGNS	£50.73
	AMAZON	MICROWAVE	£49.99
	KEYHOLE SERVICES	KEYS	£10.00
	ROBERT DYAS	BAR SUPPLIES	£48.92
	B&M	WD40	£5.99

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

Tel: 01302 830543

	ZOFT	VOLLEY BALLS	£55.65
	THE WORLD OF BON UK	TV SCREEN PROTECTOR	£147.49
	BARMANS LTD	REFUND	-£51.24
	EBAY	HDMI CABLE & PS5 STAND	£13.14
	BESTWAY WHOLESALE	VENDING MACHINE SUPPLIES	£473.71
	TRIMMING SHOP	TABLECLOTHS	£42.52
	AMAZON	KITCHEN SUPPLIES	£27.98
		COCKTAIL NIGHT SUPPLIES	£40.62
	SAINSBURYS	COCKTAIL NIGHT SUPPLIES	£111.49
	VICEDEAL.COM	WALL CLOCK	£35.79
	HMLR	LAND REGISTRY SEARCHES	£14.00
			£14.00
			£14.00
	VISION ICT LTD	EXPORT OF DATA FEES	£90.00
	INTERFLORA	FLOWERS (CHAIRS ALLOWANCE)	£39.00
	ALDI	BAR SUPPLIES	£3.27
	AMAZON	FABRIC TAPE	£10.76
	B&M	CLEANING SUPPLIES	£15.70
	POWER MUSIC	SUBSCRIPTION (S&R)	£14.95
	AMAZON	CONTRAST STICKERS	£6.98

RESOLVED: To approve the payments.

c. Income and Expenditure Report

Council members were provided with a copy of the report dated 28th February 2026.

RESOLVED: To approve the report.

d. Asset Register

Council members were provided with the updated register for 2025-2026..

RESOLVED: To approve the register.

e. Insurance

Council members were provided with a copy of the insurance renewal received from Zurich. The Clerk advised that two further quotes have been received from Clear Insurance, £7,987.06 and Gallaghers, £6,000, but were not included in the agenda pack. The Clerk agreed to forward the quotes to Council members via email for evidence.

RESOLVED: To approve the 3-year agreement with Zurich at a cost of £2,937.70.

171 **PARISH MATTERS**

a. **Rands Lane Burial Ground:** No updates.

b. **Mercel Avenue Allotments:** The Clerk advised that a plot has become available and will be allocated as soon as possible.

i. Ponds.

The Clerk advised that it has been discovered that some tenants have created pond within their plots which are not permitted within the tenancy agreement. Council members discussed the implications of having ponds on site.

RESOLVED: It was agreed that a letter be issued to all allotment tenants reminding them of their obligation to comply with the terms and conditions of the tenancy agreement. Tenants who currently have ponds on their plots will be asked to write to the Council to formally request permission, specifying the dimensions and intended purpose of the pond. A site visit will also be arranged to map the location of all ponds across the allotment site.

c. Play Park Project:

i. Approval of RIBA Work Stage 3b fees.

Council members were provided with the costs for Building Link Design to provide the next stage of the work to develop the design and prepare and submit the full planning application.

RESOLVED: To approve the work at a cost of £2,100.00 plus VAT.

d. Solar Panels: The Clerk advised that the Certificate of proposed lawful development had been approved by Doncaster Council and the work to install the panels will take place on week commencing 11th May.

e. Website and Branding: No updates.

f. Heritage Project: Council members were provided with the costs to deliver varying elements.

RESOLVED: To request a more substantial report with details of potential funding options.

172 CITY COUNCILLOR UPDATES

Councillor T Needham advised members that he had been supporting the Against Ladycroft Development community group and carrying out mayoral duties.

Councillor C Marriott provided members with the following updates:

1. Reports of a shack built on land off Wickett Hern Road, the matter had been dealt with, and the shack has been removed.
2. Bus strikes will be taking place on 14th and 17th April. The provision of an additional 383 service, a revised timetable will be published shortly.
3. Two community Speedwatch sessions will be taking place in the following week.

Councillor N Pritchard advised that he had assisted a resident with a water leak issue and the matter is now resolved. Casework is ongoing on three confidential matters.

173 POLICIES

a. Internet Banking Policy

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

b. Investments Policy

Council members were provided with a copy of the policy.

RESOLVED: Defer to next meeting.

c. Financial Risk Assessment

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

d. Review of the Effectiveness of the System of Internal Control

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

e. Asset Register and Disposal Policy

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

174 CORRESPONDENCE

a. Notification of Felling Licence by Forestry Commission.

Council members were provided with a copy of letter along with a map to illustrate where the works are taking place.

RESOLVED: To note receipt of the letter.

b. Application Notification from The National Lottery Community Fund

Council members were provided with a copy of the letter to advise that the bid for funding for a Community Development Officer had been unsuccessful.

RESOLVED: For the Clerk/Deputy Clerk to continue to seek funding for the project.

c. Traffic Regulation Order received from City of Doncaster Council.

Council members were provided with copy of the letter to advise of new parking restrictions on Larch Drive and Mill Street.

RESOLVED: To note receipt of the letter.

175 DATE AND TIME OF NEXT MEETINGS

RESOLVED: To hold the Annual Parish Meeting on Tuesday 5th May 2026 at 6pm and the Annual Meeting of the Parish Council on the same date at 7pm.

Councillor A Barrington asked whether the safeguarding policies adopted by Council covers Armthorpe Community Theatre. The Clerk confirmed that Armthorpe Community Theatre require their own policies.

Councillor A Bradley requested an update on the Scout Hut lease, the Clerk advised that there have been no developments.

Councillor A Bradley reported issues with the male toilets within Armthorpe Community Centre. The Clerk agreed to deal with the matter.

PUBLIC SESSION

A member of the public provided Council members with an overview of how the 2018-2028 Neighbourhood Plan was delivered.

A member of the public informed members of the findings within the Transport Assessment for the proposed development at Ladycroft Road. The report indicates that Nutwell Lane is currently operating at 99% capacity, and the development would generate an additional 2% traffic increase over the next ten years.

A member of the public advised that there is a need for improvements to the highway's infrastructure, Council members need to lobby for a bypass.

A member of the public questioned whether the Parish Council would take ownership of the green space on Ladycroft Road if it became available. Councillor C Brodhurst explained that there is a process for Council members to follow in order to make a decision, it is not possible to comment on this at the moment.

A member of the public requested clarification regarding the ownership of the land off Ladycroft Road. Councillor C. Brodhurst-Brown advised that enquiries have been submitted to the Land Registry to establish the current ownership, following which consideration can be given to whether the land may be claimed.

A member of the public expressed thanks to Council members and staff for the assistance with the campaign towards the proposed Ladycroft development.

A member of the public questioned whether Councillor T Needham had any updates regarding booking sessions with DCLT. Councillor T Needham agreed to chase up the matter.

Councillor C. Marriott reported an update regarding the 7.5-tonne restriction on Nutwell Lane. It was clarified that the weight limit is in place for environmental reasons rather than structural concerns, and therefore the signage should indicate a 7.5-tonne restriction except for access.



MINUTES OF THE MEETING OF THE EVENTS SUB COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON TUESDAY, 17 MARCH 2026

PRESENT:

Chairperson: Councillor C Head.

Councillors: A Barrington, L Bradley, and C Brodhurst Brown.

Also present: S Youngman: Clerk to the Council, and one member of the public.

69 APOLOGIES

Apologies for absence were received from Councillors L Monks, E North and S Rose.

RESOLVED: To approve the reasons for absence.

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

None.

71 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

72 MINUTES OF THE MEETING HELD ON 17 FEBRUARY 2026

Council members were provided with a copy of the minutes.

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

73 ARMTHORPE COMMUNITY THEATRE

Councillor A Barrington advised that the cabaret evening had been successful.

74 2026-2027 EVENTS

a. Quiz Night: 26th March 2026.

Council members were asked to consider the prizes for the event.

RESOLVED: To approve the following prizes: 1st place - £50.00, 2nd place – prosecco, 3rd place - chocolates.

Council members were asked to consider approving a further event to be arranged for 23rd April 2026.

RESOLVED: To approve the request.

b. Pride of Armthorpe: 8th May 2026

Council members were provided with a draft nomination form.

RESOLVED: For an additional category to be included for Community Educator of the Year and to amend the date of the event to later in the month.

c. Robinsons Funfair: 24th to 26th April 2026

No updates.

d. Children's Easter Egg Hunt: 12th April 2026.

Council members were asked to consider approving a payment to Armthorpe Community Library for the provision of easter eggs

RESOLVED: To approve a payment of £50.00.

e. Family Circus: 18th to 25th May 2026

No updates.

f. Bridlington Coach Trip: 26th June 2026

No updates.

g. Family Seaside Trip: 7th August 2026

The Clerk advised that information had been sent to all local schools, but no applications had been received to date.

RESOLVED: To share information with staff at The Acorn Hub, Armthorpe Family Hub and Armthorpe Community Library.

h. Firefly Summer Event: 8th August 2026.

No updates to report.

i. Miners Memorial: 6th September 2026

No updates to report.

j. Children's Halloween Party: 30th October 2026

No updates to report.

k. Firework Event: 4th November 2026

i. Firework Display Costs

Council members were provided with quotes for an 18-minute display from three providers with the option of high impact and low noise shows.

RESOLVED: To approve the quote received from RBF Displays at a cost of £5,995.00 plus VAT for an 8-minute low noise and 10-minute-high impact show.

ii. First Aid Provision.

The Clerk advised that St John Ambulance had confirmed that they do not have staff available to attend the event.

RESOLVED: For three members of first aid trained staff to attend the event along with the Sports and Recreation Officer.

I. Remembrance Service and Parade: 8th November 2026

Council members were provided with two quotes for the provision of traffic management services for the event.

RESOLVED: To appoint Vocon Traffic Management at a cost of £1,137.00 plus VAT.

The Clerk advised that Armthorpe Elmfield Band had advised that they may not have enough members to attend the event.

RESOLVED: To invite Markham Main Colliery Band and Doncaster and District Pipe Band to the event.

m. Christmas Market & Christmas Light Switch on: 21st November 2026.

No updates to report.

n. Children's Christmas Party: 4th December 2026.

No updates to report.

o. Christmas Tea Events: 11th and 12th December 2026

No updates.

75 EVENTS ASSISTANT UPDATE

No updates.

76 VILLAGE PARADE/GALA

Council members discussed working with other organisations to deliver the event.

RESOLVED: To arrange a meeting with Shaw Wood Academy after the Easter break.

77 NEXT MEETING DATE

RESOLVED: To meet on 21st April 2026 at 6pm.



MINUTES OF THE MEETING OF THE COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE
HELD IN ARMTHORPE COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET, ARMTHORPE, ON
TUESDAY, 17 MARCH 2026

PRESENT:

Chairperson: Councillor C Brodhurst Brown.

Councillors: A Bradley, L Bradley, C Head, T Needham, and C Parry.

Clerk to the Council: S Youngman.

75 APOLOGIES

Apologies for absence were received from Councillors N Berry, M Jackson, L Monks, E North, M Walton, C Hughes (Sports and Recreation Officer) and L Pedley (Clean up Champion).

RESOLVED: To approve the reasons for absence.

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

None.

77 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTEREST

None declared.

78 MINUTES OF THE MEETING HELD ON 17th FEBRUARY 2026

Council members were provided with a copy of the minutes.

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

79 MONTHLY REPORT RECEIVED FROM THE SPORTS AND RECREATION OFFICER

Council members were provided with a copy of the report. Council members expressed compliments towards the new youth club facilities.

80 COMMUNITY CLEAN UP CHAMPION

Council members were provided with the latest newsletter and asked to provide funding for the provision of prizes towards the Great British Spring Clean events.

RESOLVED: To approve a budget of £50.00.

81 EVENTS COMMITTEE RECOMMENDATIONS

Council members were provided with a list of payments to approve on behalf of the Events committee.

RESOLVED: To approve the following payments:

1. £600.00 to TSSL of Doncaster for the provision of security services at the firework event.
2. £804.16 to UK Tents for the provision of a 3m x 6m gazebo.
3. £750.00 to Kettlewells (Retford) Ltd for the provision of a coach for the Bridlington trip.

82 POLICIES

a. **Health and Safety**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

b. **Fire Safety Policy and Procedures**

Council members were provided with a copy of the policy.

RESOLVED: To approve the policy.

CORRESPONDENCE

a. **Email received from 32nd Doncaster (Armthorpe) Scouts.**

Council members were provided with a copy of the email requesting permission to plant trees and a hedgerow along the boundary of the land leased on Cow House Lane.

RESOLVED: To approve the request for planting.

83 ARMTHORPE COMMUNITY CENTRE MATTERS

a. **Access Audit Report**

Council members were provided with a report on the maintenance budget for 2026-2027 along with committed spend to date and expected servicing costs for the building.

RESOLVED: To allocate £9,500.00 towards the accessibility improvements.

b. **Solar Panels**

Council members were provided with a revised proposal for the installation of solar panels. The Clerk explained that the proposal had been amended to enable the project to be delivered without needing to apply for full planning permission.

RESOLVED: To approve the proposal at a cost of £30,000.00.

c. **Automatic Door Servicing**

Council members were provided with a quote from Smart Door Solutions.

RESOLVED: For the quote to be approved at a cost of £260.00 plus VAT.

d. **Request for space**

Council members were provided with a copy of the request for a space to provide free sound bath and creative workshops.

RESOLVED: To invite the applicant to a meeting to provide further information.

e. Repairs to doors

Council members were provided with a quote to repair the main hall and lounge doors.

RESOLVED: To approve the quote from G Charlesworth at a cost of £170.00

f. Legionella Survey

Council members were provided with two quotes to provide a Legionella Survey.

RESOLVED: To Approve the quote received from The Testing Lab at a cost of £350.00 plus VAT.

84 **NEXT MEETING DATE**

RESOLVED: To meet on Tuesday 21st April 2026 at 7pm.

MINUTES OF THE MEETING OF THE TRAFFIC COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE,
WELFARE PARK, CHURCH STREET, ARMTHORPE, ON MONDAY, 10 MARCH 2026

PRESENT:

Chairperson: Councillor T Needham.

Councillors: A Barrington, C Brodhurst Brown and C Parry.

Also in attendance: C Bignall, Head of Regulation and Enforcement (City of Doncaster Council, CDC)
S Lovell, Neighbourhood Police Sergeant (South Yorkshire Police, SYP)
S Youngman, Clerk to the Council.

01 ELECTION OF CHAIRPERSON

Council members asked were asked to elect a Chairperson for the committee.

RESOLVED: To elect Councillor T Needham.

02 ELECTION OF VICE CHAIRPERSON

Council members were asked to elect a Vice Chairperson for the committee.

RESOLVED: To elect Councillor C Parry.

03 APOLOGIES

Apologies were received from Councillor C Head, S Rashid (CDC), City Councillors C Marriott, and N Pritchard.

RESOLVED: To approve the reasons for absence.

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

None.

05 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None declared.

06 TERMS OF REFERENCE

Members were provided with a copy of the Terms of Reference which had been approved by members of the Full Council

07 TRAFFIC MANAGEMENT AND CONCERNS RELATING TO PARKING ISSUES OUTSIDE LOCAL SCHOOLS

Councillor T Needham provided members with an overview of the ongoing parking issues affecting Tranmoor Lane and Mere Lane, both of which serve as bus routes and are key locations for local businesses and a GP practice. The parking problems spread onto neighbouring roads, with reports including a pedestrian having their foot run over by a vehicle, driveways and carriageways being obstructed, and difficulties for emergency vehicles attempting to access the area during school start and finish times.

C Bignall advised that the zig-zag markings along Tranmoor Lane had recently been repainted to further highlight the no-parking areas.

C Parry questioned whether the field adjacent to Shaw Wood Academy could be used as a car park for parents and carers. Councillor T Needham advised that the field belongs to Consilium Academy and the land is leased to a local football club.

Councillor T Needham reported the following statistics:

409 children attend Shaw Wood Academy and are extending the facilities to offer 200 additional places.
219 children attend Our Lady of Sorrows which has a capacity of 210.
684 children attend Armthorpe Academy which has a capacity of 900.

Equating to 1,312 children attending school along Mere Lane

359 children attend Tranmoor Primary School which has a capacity of 420.
221 children attend Southfield Primary School which has a capacity of 210.

Equating to 580 children attending school along Tranmoor Lane.

The average attendance for primary school pupils is 95%, and the average attendance for secondary pupils is 93%.

Councillor A Barrington outlined the 'Park and Stride' initiative being used in other areas and suggested encouraging parents to walk their children to school where possible. It was noted, however, that challenges arise as not all pupils live within walking distance and many parents need to travel directly to work after the school drop-off.

Councillor A Barrington provided members with an overview of the School Streets Initiative which is a scheme that enables the community to organise school street schemes. A School Street is a road outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic. The result is a safer, healthier and pleasant environment for everyone.

Councillor C Parry advised that consideration needs to be given towards children with additional needs.

Councillor C Brodhurst-Brown advised that a village-wide campaign is needed, establishing a framework with key partners to undertake a public consultation, gather feedback from residents, and develop workable solutions.

S Lovell advised that South Yorkshire Police want parents to be able to get their children to school safely, and that enforcement should be used only as a last resort.

C Bignall advised that there are eight enforcement cameras allocated for the city, serving 120 schools. In 2022, a total of 519 Penalty Charge Notices were issued from cameras positioned outside school sites. Cameras are typically installed for a full term, with parents being notified in advance. Monitoring data shows that parking issues often disperse into wider surrounding areas once enforcement begins.

Members discussed viable solutions, including:

- Park and stride initiative
- One-way systems during drop off and pick up periods.
- Different school start and end times.
- Walking bus services – Members were advised that Tranmoor Primary School and launching this initiative, with parents meeting at The Horse and Groom pub at 8.30am.

Members discussed inviting representatives from the following organisations to future meetings:

- South Yorkshire Mayoral Combined Authority (formally South Yorkshire Passenger Transport Executive).
- All primary and secondary schools within Armthorpe.
- City of Doncaster Council Highways Department.

- City of Doncaster Council Public Health Department.

Members questioned what obligations and policies schools are required to have in place to ensure they deliver a service without creating a negative impact on the surrounding community.

Members agreed to invite representatives from each school within Armthorpe to the next meeting and to request that they bring information on:

- The issues they are experiencing.
- The methods previously used to address these problems.
- Ideas for mitigation.
- Examples of good practice.

DATE OF NEXT MEETING

RESOLVED: To meet on Tuesday 14th April 2026 at 6pm

ARMTHORPE PARISH COUNCIL

LIST OF PLANNING APPLICATIONS FOR CONSIDERATION
AT THE MEETING TO BE HELD ON 05 MAY 2026

Reference	Property	Application
26/00204/FUL	Armthorpe Miners Welfare Recreational Ground	Replacement of four current 24m high lighting towers with six new 15m high light towers equipped with modern LED floodlights.

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Summary

Reference	26/00204/FUL
Alternative Reference	PP-14662462
Application Received	Mon 02 Feb 2026
Application Validated	Wed 01 Apr 2026
Address	Armthorpe Miners Welfare Recreation Ground Church Street Armthorpe Doncaster DN3 3AG
Proposal	Replacement of four current 24 metre high lighting towers with six new 15 metre high light towers equipped with modern LED floodlights
Status	Awaiting decision
Appeal Status	Not Available
Appeal Decision	Not Available

Further Information

Application Type	Full Application
Expected Decision Level	Not Available
Case Officer	Owain Herring
Parish	Armthorpe Parish Council
Ward	Armthorpe
District Reference	Not Available
Applicant Name	Mr Anthony Walton - Armthorpe Welfare FC
Applicant Address	18 Fiddlers Drive Armthorpe DN3 3TT
Environmental Assessment Requested	No

Contacts

Notes

EST. 1962
HALLIDAY
LIGHTING

Project
STANDARD DRAWING

www.hallidaylighting.co.uk

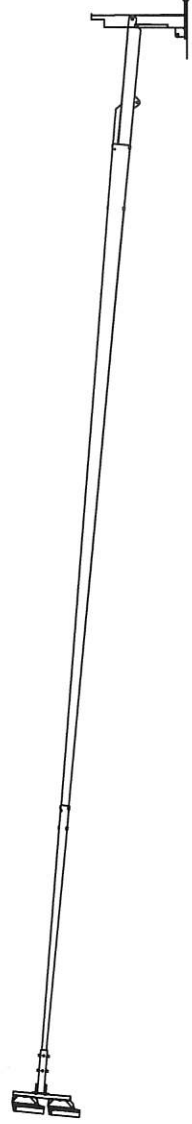
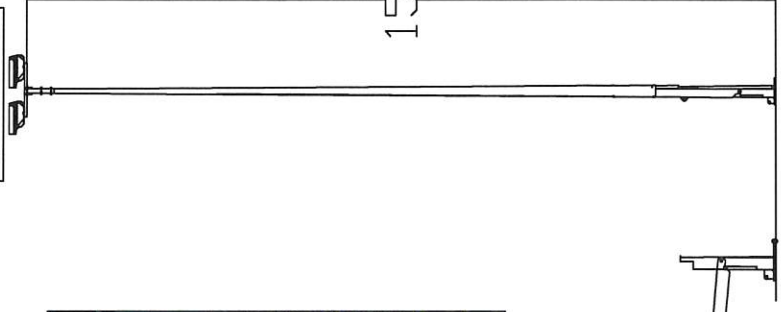
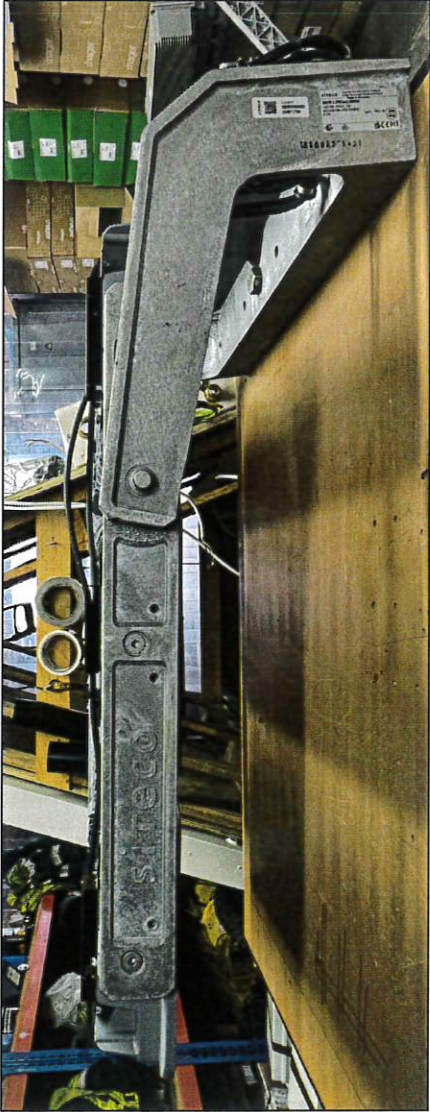
Drawing Title
15m Mast

Drawn By (print)
JM Date
07/05/2024

Project No
STD DWG Scale
NTS

Drawing No
15m mast Status
VISUAL ASSESSMENT

25
20
15
10
5
0



15m

Compliance with standards:

The design aligns with relevant FA and lighting engineering guidance. Detailed lighting design and environmental impact information accompany this statement. Impact on Neighbouring Properties The club recognises the importance of being a good neighbour. The new system has been designed specifically to:

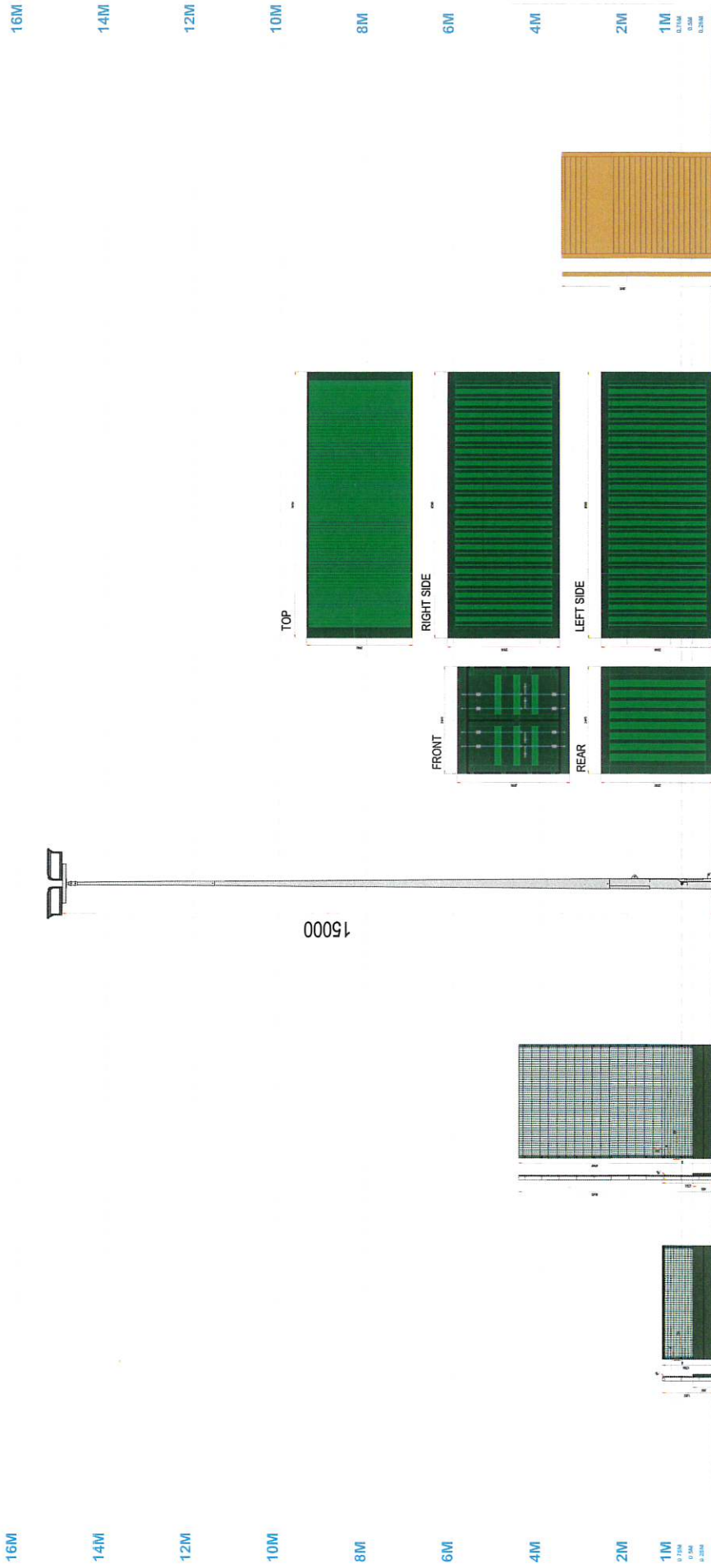
- Reduce glare and light intrusion into nearby homes.
- Operate more efficiently, allowing shorter warm-up and cool-down periods.
- Provide consistent, controlled lighting that avoids unnecessary brightness.

Planning Policy Considerations:

The proposal supports local and national planning objectives by:

- Enhancing community sports facilities.
- Improving energy efficiency and reducing environmental impact.
- Upgrading existing infrastructure without expanding the site footprint.
- Supporting health, wellbeing, and recreational opportunities for local residents.

The development is modest, proportionate, and represents a clear improvement over the existing arrangement.



3.0m Acoustic Fencing

Maintenance Steel Storage Container

15m floodlighting column

4.5m site perimeter fence

1.2m pitch perimeter fence

NOTES:

Floodlighting Equipment
 6 x 15m Mastis (M1-M6)
 Each carrying the following Floodlights :-
 M1, M3, M4 & M6
 ...2 x Sileco FL11-3 Blade-PL33T BLC
 M2 & M5
 ...2 x Sileco FL11-3 Blade-PL33T BLC
 ...1 x Sileco FL11-2 Blade-PL33T BLC

M1 & M4
 Full Shields

Lamps = Siteco LED - 5,000K CRI 70

Illuminance Levels

Initial -
 (100hrs) E.i.ave = 244Lux
Maintained -
 (4000hrs) E.i.ave = 220Lux
Uniformity
 Emin/Eave = 0.63
 Emin/Emax = 0.38
 Grid values in Lux(initial).
 Grid interval = 5m.
 Contour values in Lux (initial).
 Contours: 5, 15, 25, 50 Lux.

Maintenance Factor = 0.90
 (Based on a cleaning interval of 2 years)

Source Intensity Candles (Candelas)

House 1:5416CD
 House 2:3424CD
 House 3:2868CD
 House 4:4139CD
 House 5:1842CD
 House 6:6575CD

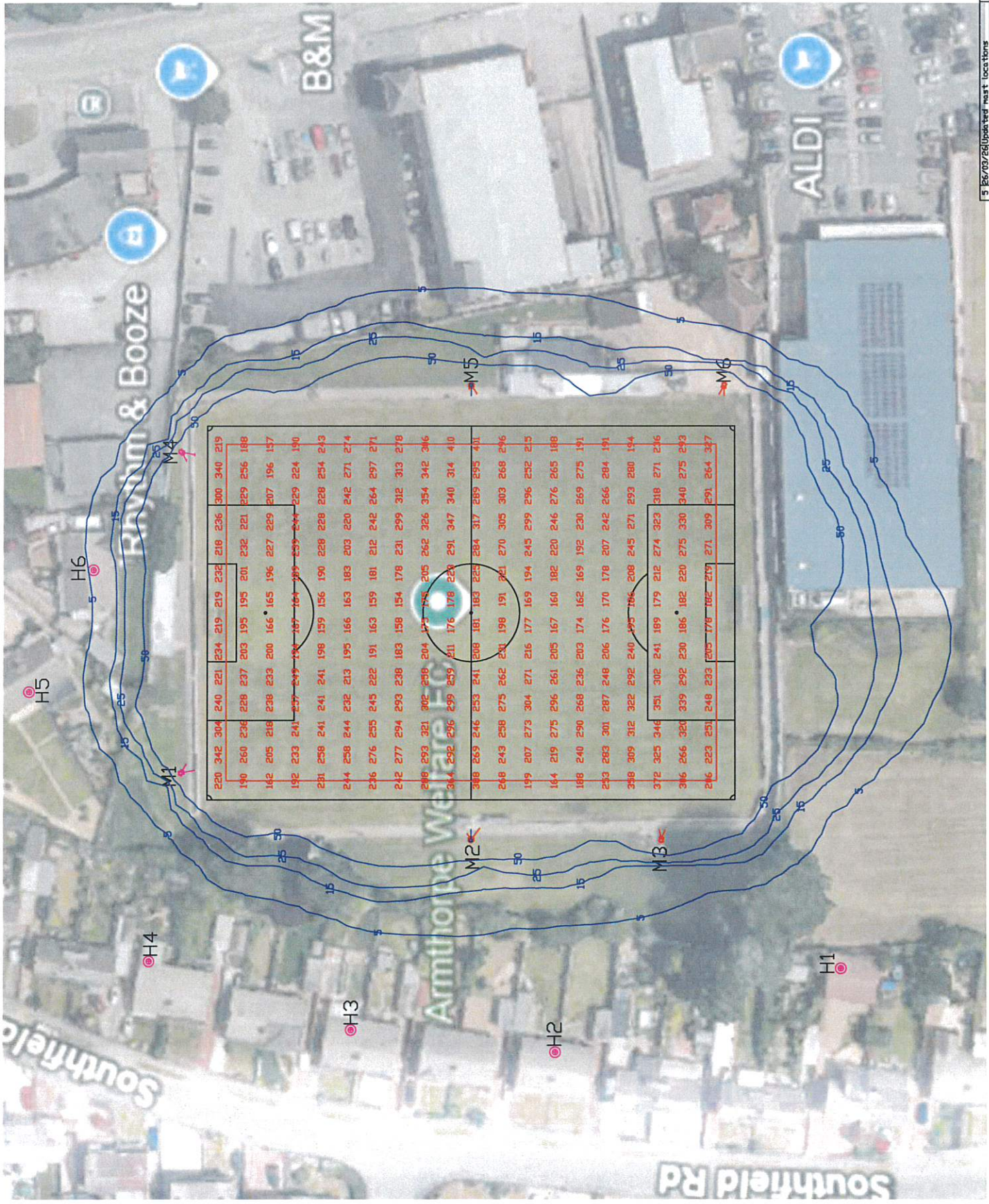


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 email - info@halliday-lighting.co.uk

PROJECT NAME:
 Armthorpe Welfare FC

DRAWING TITLE:
 Proposed Floodlighting

DRAWN BY: HJ	DATE: 26/03/2026
CHECKED BY: JM	SCALE: NTS
DRAWING NO: HL_S11061	REVISION: REV5



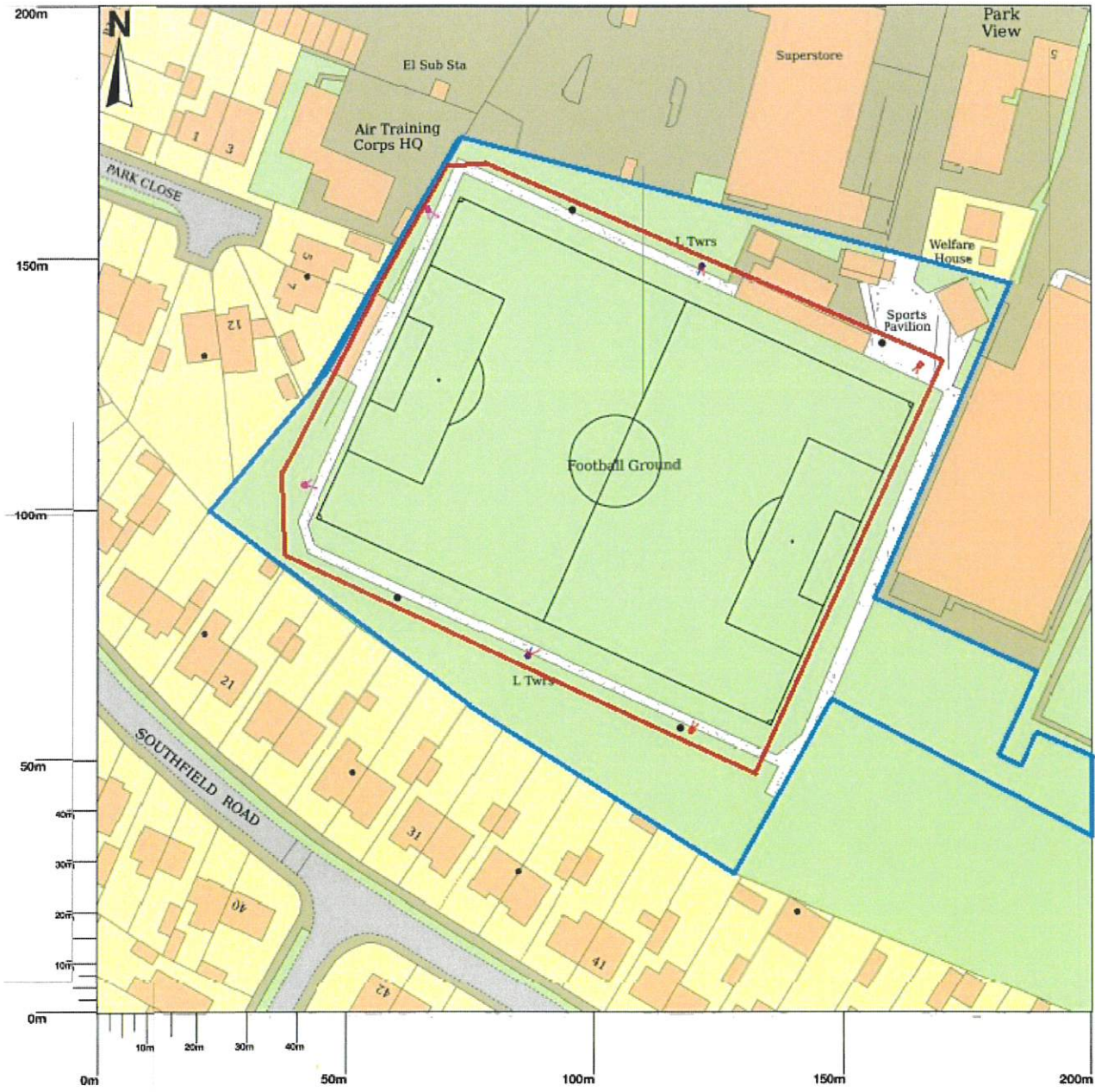
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190	260	236	228	237	203	195	195	201	232	221	229	256	188
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192	233	241	257	249	174	167	164	189	259	244	229	224	190
231	258	241	241	241	198	159	156	190	228	228	228	254	243
244	258	244	232	213	195	166	163	183	203	220	242	271	274
236	276	255	245	222	191	163	159	181	212	242	264	297	271
242	277	294	293	238	183	158	154	178	231	299	312	313	278
298	293	321	302	258	204	173	171	205	262	326	354	342	346
344	292	296	299	259	211	176	178	229	291	347	340	314	410
388	269	246	253	241	208	181	183	225	284	317	289	295	401
268	243	258	275	262	231	198	191	221	270	305	303	268	296
199	207	273	304	271	216	177	169	194	245	299	296	252	215
164	219	275	296	261	205	167	160	182	220	246	276	265	188
188	240	290	268	236	203	174	162	169	192	230	269	275	191
253	283	301	287	248	206	176	170	178	207	242	266	284	191
358	309	312	322	292	240	195	186	208	245	271	293	280	194
372	325	346	351	302	241	189	179	212	274	323	318	271	236
396	266	320	339	292	230	186	182	220	275	330	340	275	293
246	223	251	248	233	205	178	182	219	271	309	291	264	337

5	26/03/26	Updated mast locations	HJ	JM
4	15/03/26	Final mast issue	HJ	JM
3	12/03/26	Original Issue	HJ	JM



- site
- Controlled
- Existing 24m Lighting Tower
- Proposed 15m Lighting Tower

Armthorpe welfare FC R2



Scale 1:1250

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Against Ladycroft Development group

From Lynda Dickman

Date Sun 12/04/2026 19:22

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

 1 attachment (164 KB)

FB_IMG_1776014270564.jpg;

Dear Sarah

As the chair of a local group named Against Ladycroft Development- Armthorpe, I would like to inform you that at our meeting today 12 April 2026, it was decided that we would like to ask the Parish Council for their help. We would like to ask if they could support our group by first of all listing the Green space between 17 and 19 Ladycroft Road Armthorpe on the List of Assets of Community Value. This is because the principal use of the land (our green space) furthers our community's social wellbeing or social interests especially those of the local community including many members of our group.

The land is important to our community for the following reasons:

It is a habitat for natural wildlife including birds, insects, small mammals including bats.

It has numerous ancient trees that have TPOs on including a giant Oak tree that has been there for hundreds of years.

The area is used by locals including children and has been for over 50 years since the houses were indeed built. It is used daily by local dog walkers from around the nearby streets to enjoy the fresh air whilst exercising their dogs and themselves.

The space gives locals direct access into a further larger green space and local ancient woodland, its enjoyed by many who depend on the space as part of their daily physical well being and also as support for their mental wellbeing. It is a great place for residents to congregate and a vital link to accessing their neighbours especially for those that live alone.

We would then ask, if you are able to, if the listed asset comes to be sold, assist us to take the green space and that you as a parish council put a moratorium on the sale. This would be to allow either, us as a group or yourselves as a Parish Council, to purchase the land and keep it as it has always been. This would be done by our understanding through the Localism Act 2011 which allows a community the right to bid in order that they can keep the land as it now is.

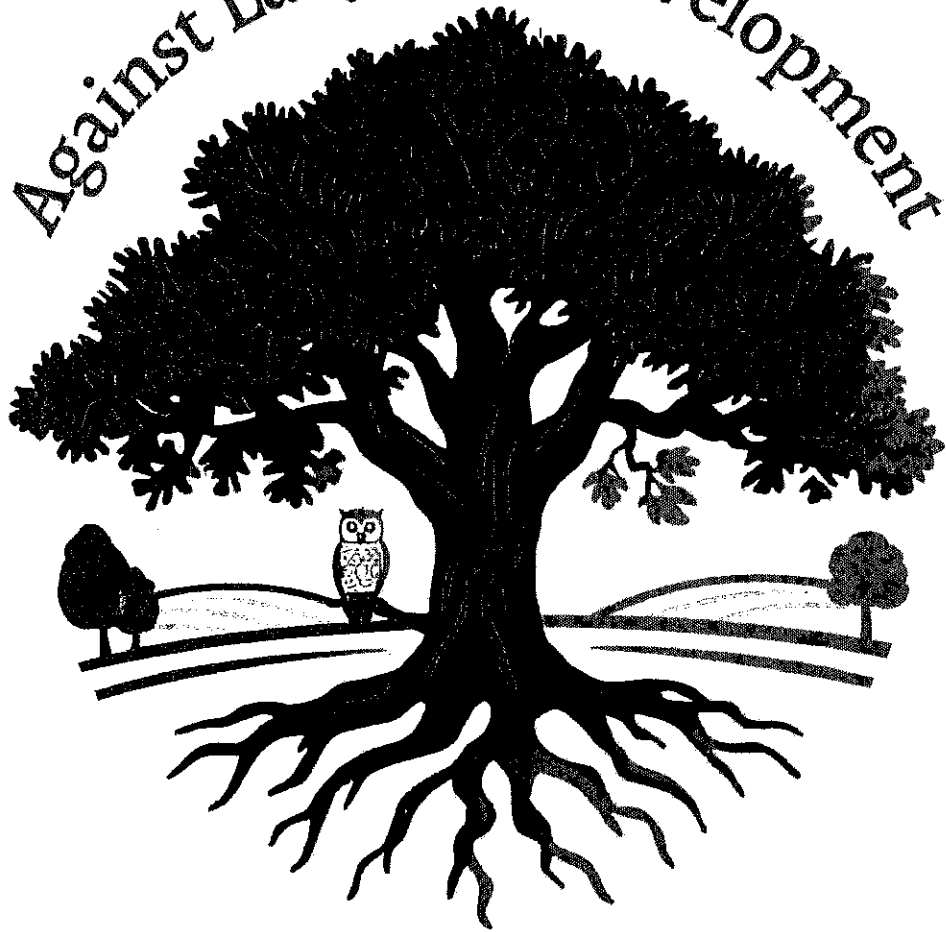
We understand that your next meeting is not while May but just wanted to give you plenty of notice.

Kinds Regards

Lynda Dickman

Chair of Against Ladycroft Development

Against Ladycroft Development



Understanding the Community Right to Bid

Overview

The Community Right to Bid (Assets of Community Value in legislation) is one of a raft of new initiatives introduced in the Localism Act 2011. It came into force on 21st September 2012.

The Community Right to Bid allows communities and parish councils to nominate buildings or land for listing by the local authority as an asset of community value. This in turn allows such groups a fairer chance to prepare and bid to buy community buildings and facilities that are important to them. An asset can be listed if its' principal use furthers (or has recently furthered) their community's social well-being or social interests (which include cultural, sporting or recreational interests) and is likely to do so in the future. Specific examples cited in the legislation include:

- Village shop
- Pub
- Community centre
- Children's centre
- Allotment
- Library

When a listed asset comes to be sold, a moratorium on the sale (of up to six months) may be invoked, providing local community groups with a better chance to raise finance, develop a business plan, and to make a bid to buy the asset on the open market.

The right covers private as well as public assets.

How the Community Right to Bid will work

How the Community Right to Bid works is set out in the Localism Act and Regulations: With the Community Right to Bid, Local Authorities must keep a 'List of Assets of Community Value'; the legislation sets out in detail the process they must enter into and what information they must include. The legislation also outlines the definition of an asset of community value, what groups can legitimately nominate, the appeals process for land owners, timescales for groups interested in buying land or property on the list, and compensation available to the owners of land or property on the list.

What is an Asset of Community Value?

A building or other land is an asset of community value if its main use has recently been or is presently used to further the social wellbeing or social interests of the local community and could do so in the future. The Localism Act states that "social interests" include cultural, recreational and sporting interests. The regulations list a number of situations where land or buildings are exempted from inclusion on the list or operation of the moratorium. These include homes (residential dwellings), hotels, assets being transferred between kindred businesses, and Church of England land holdings.

Who can nominate Assets of Community Value

An eligible voluntary or community body is defined as:

- An unincorporated group of 21 or more people who appear on the local electoral register;
- A community interest group: i.e. a legally constituted organisation such as a charity, a company limited by guarantee that does not distribute profits amongst its members, an Industrial and Provident Society that does not distribute profits amongst its members or a Community Interest Company;
- A Neighbourhood Forum designated as such by the local planning authority;
- A Parish Council in respect of land in its own area.
- A neighbouring parish council - if the parish council borders an unparished area, then they may nominate an asset with that neighbouring local authority. It is likely that councils will appoint a single point of contact to manage community nominations if the nominated asset crosses local authority boundaries. If potential nominators are unsure which council to target within their local area, they should start with their local planning authority – search for your local planning authority, using a post code, at the Planning Portal:

The nomination process

The nomination process should be clear and simple. Any form of written nomination submission should be acceptable, whether on-line, by email or a letter. Eligible voluntary and community bodies can make as many nominations as they wish.

The regulations set out what is required in a nomination, as follows:

- A description of the nominated building or land including its proposed boundaries;
- A statement of all the information which the nominator has with regard to the names of the current occupants of the land and the names and current or last known addresses of all those holding a freehold or leasehold stake in the land;
- The nominator's reasons for thinking that the asset is of community value; and evidence that the nominator is eligible to make a community nomination.

Once a nomination is made, the council will have up to eight weeks (unless a longer period is agreed between the parties) to decide whether or not to list the asset. The council must decide which nominations are eligible to be listed.

The council must give notice that it intends to list the asset to:

- The owner;
- The occupier (if the occupier is not also the owner);
- A parish council if any of the land is in the parish council's area.
- The nominating body

If a nomination is not approved, the council must write to the nominator and give the reasons why. There is no right of appeal available to the nominator against the council's decision.

Decisions and appeals

If a community organisation nominates land or buildings that meet the definition of an Asset of Community Value, and the nomination process was undertaken correctly (i.e. came from a group entitled to nominate), then the Local Authority must include

the asset on its list. If listed, the asset will remain on the list for a maximum of five years, at which point it can be re-nominated and re-listed subject to local interest and continued compliance with the definition of an asset of community value. In terms of maintaining the list, if the asset was included in the list in response to a community nomination, the council must give written notice of the asset's removal from the list to the person who made the nomination. Councils must also keep a list of unsuccessful nominations for at least 5 years.

There is an eight week period following listing of an asset, during which landowners can ask local authorities to review the inclusion of an asset on the list. If the decision is still to list the asset following review, the owner has a right of appeal to an independent body, called a First Tier Tribunal.

Moratorium Periods

The Community Right to Bid does not give the right of first refusal to community organisations to buy an asset that they successfully nominate for inclusion on the local authority's list. What it does do is give time for them to put together the funding necessary to bid to buy the asset on the open market.

If an owner wants to sell property/land that is on the list, they must tell the local authority. If the nominating body is keen to develop a bid, they can then call for the local authority to trigger a moratorium period, during which time the owner cannot proceed to sell the asset. There are two moratorium periods. Both start from the date the owner of the asset tells the local authority of their intention to sell. The first is the interim moratorium period, which is 6 weeks, during which time a community organisation can decide if they want to be considered as a potential bidder. The other is a full moratorium period, which is six months, during which a community organisation can develop a proposal and raise the money required to bid to buy the asset.

The regulations list some situations where the Moratorium will not be applied, even when it is an Asset of Community Value on the list. These exceptions include the sale of assets from one partner or another (for example in a divorce).

Useful link

<http://mycommunityrights.org.uk/community-right-to-bid/how-does-it-work/>

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

AUDIT PROGRAMME – PERIOD ENDING :31ST MARCH 2026.....

I certify that I have carried out the tests detailed below in accordance with the suggested approach contained in the 2011 edition of "Governance and Accountability in Local Councils in England and Wales – A Practitioners Guide".

Signed..........Date...21/04/2026

Name & qualifications...MR. ANDREW BOSMANS BA (HONS)

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Previous Internal Audit Report	Do the minutes record that Council has considered the Internal Audit Report for the previous year and the matters arising addressed?	<input checked="" type="checkbox"/>		
Proper bookkeeping	Is the cashbook maintained and up to date?	<input checked="" type="checkbox"/>		
	Is the cashbook arithmetically correct?	<input checked="" type="checkbox"/>		
	Is the cashbook regularly balanced?	<input checked="" type="checkbox"/>		MONTHLY
Standing Orders and Financial Regulations	Has the Council formally adopted Standing Orders and Financial Regulations?	<input checked="" type="checkbox"/>		
	Has a Responsible Financial Officer been appointed?	<input checked="" type="checkbox"/>		
	Have items or services above a de minimis amount been competitively purchased?	<input checked="" type="checkbox"/>		
	Are payments in the cashbook supported by invoices and have they been authorised and minuted?	<input checked="" type="checkbox"/>		
	Has VAT on payments been identified, recorded and reclaimed?	<input checked="" type="checkbox"/>		REGULARLY
	Is Section 137 expenditure separately recorded and within statutory limits?			NOT APPLICABLE
Risk Management Arrangements	Does a scan of the minutes identify any unusual activity?		<input checked="" type="checkbox"/>	

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Risk Management Arrangements (contd)	Do the minutes record the Council carrying out an annual risk assessment?	x		
	Is insurance cover appropriate and adequate?	x		
	Are internal financial controls documented and regularly reviewed?	x		
Budgetary Controls	Has the Council prepared an annual budget in support of its precept?	x		
	Is actual expenditure against the budget regularly reported to Council?	x		
	Are any significant variances from budget explained?	x		
Income Controls	Is income properly recorded and promptly banked?	x		
	Does the precept recorded in the cashbook agree to the Council Tax Authority's notification?	x		
	Are security controls over cash adequate and effective?	x		
Petty Cash Procedures	Is petty cash spent recorded, and supported by receipts?			} FLOATS } ONLY } WELL } MANAGED
	Is petty cash expenditure reported to each Council Meeting?			
	Is petty cash reimbursement carried out regularly?			
Payroll Controls	Do salaries paid agree with those approved by Council?	x		
	Are any other payments to the Clerk/other staff reasonable and approved by Council?	x		

INTERNAL AUDIT SERVICE FOR ARMTHORPE PARISH COUNCIL

1 Internal Control	2 Tests	3 Initial Yes	4 Initial No	5 Comments-date checked
Payroll Controls (contd)	Has PAYE/NIC been properly operated by the Council as an employer?	<i>d</i>		CONSISTENT
Assets Controls	Do all employees have contracts of employment with clear terms + conditions?	<i>d</i>		
	Does the Council keep an Assets Register of all material assets owned?	<i>d</i>		
	Are the Assets & Investments Register up to date?	<i>d</i>		
	Do asset insurance valuations agree with those in the Asset Register?	<i>d</i>		
Bank Reconciliation	Is there bank reconciliation for each bank account?	<i>d</i>		
	Is the bank reconciliation carried out regularly on the receipt of statements?	<i>d</i>		MONTHLY
	Are there any unexplained balancing entries in any reconciliation?		<i>d</i>	
	Is the value of investments summarised on the reconciliation?	<i>d</i>		
Year-End Procedures	Are year-end accounts prepared on the correct accounting basis?	<i>d</i>		
	Do accounts agree with the cashbook?	<i>d</i>		
	Is there an audit trail from underlying financial records to the accounts?	<i>d</i>		
	Where appropriate, have debtors and creditors been properly recorded?	<i>d</i>		

IT POLICY IS COMPLIED WITH

EXCELLENT AUDIT TRAIL - ON THE BASIS OF THE INFORMATION PROVIDED THERE ARE NO CONCERNS

Armthorpe Parish Council – Payment Schedule

05 May 2026

Method	Payee	Item	Amount
DD	Onecom	Telephone Charges – Community Centre	£188.84
	Wages	Wages	£21,199.63
BACS	Flying Futures	Youth Club Support	£720.00
	Gloaming Tree Surgery Ltd	Emergency Tree Works – Cow House Lane	£240.00
	City of Doncaster Council	Grounds Maintenance – Briar Road	£37.22
		Rent – Briar Road	£2.00
		Business Rates – The Acorn Hub	£1,519.46
		Grounds Maintenance – Briar Road	£224.27
		Christmas Lighting Checks	£785.07
	Zurich Municipal	Insurance – 2025-2026	£2,937.70
	Abouncearound Doncaster	Inflatables – Easter Holiday Camp	£1,200.00
DD	Worldpay	Subscription	£1.20
		Fees	£77.60
	Quando Drinks Ltd	Bar Supplies	£306.76
		Bars Supplies	£459.66
	City of Doncaster Council	Business Rates – Community Centre	£13,230.00
	Sage	HR & Payroll Subscription	£112.80
	Tesco Mobile	Clerk Mobile Phone Charges	£33.32
	CF Corporate	Photocopier Lease	£301.50
	South Yorkshire Pensions Authority	Pension Contributions	£3,693.34
	Copy Print Scan	Photocopying Charges	£189.11
	BT	Broadband Charges – The Acorn Hub	£39.49
BACS	The Testing Lab	Legionella Risk Assessment	£420.00
	Building Link Design	RIBA Work Stag 3b fees and disbursements – Park Project	£11,900.88
	Yorkshire Local Councils Association	Membership	£1,903.00
	J P Glasby	Lighting upgrades and Youth Club lighting	£2,897.47
	LITE	Christmas Lighting Installation Fees	£20,827.68
	Dining Diva	Cleaning Supplies	£99.30
	Rialtas Business Solutions	Accounting, Bookings & Cemetery Software and Support Fees	£2,478.00
	M Dymniuk	Tea Dance Sessions – March	£300.00
DD	British Gas	Gas Supply – Community Centre	£673.52

BACS	City of Doncaster Council	Grounds Maintenance – Briar Road	£37.22
	Smart Door Solutions Ltd	Automatic Door Servicing Fees	£156.00
	UK Tents	Gazebo with Branding	£974.00
	E Sherburn	Deposit Refund	£100.00
	D Alcock	Deposit Refund	£100.00
	K Graves	Deposit Refund	£100.00
DD	EDF	Electricity – Community Centre	£1,447.94
CC	Amazon	Water Boiler Filter	£57.82
	Aldi	Tea Dance Supplies	£27.38
	Ebay	Refund	-£4.89
	APCS	DBS Check	£62.70
	Royal Mail	Stamps	£87.00
	Viking	Kitchen Supplies	£158.93
	Aldi	Milk	£4.80
	ACPS	DBS Check	£62.70
		DBS Check	£62.70
	Amazon	Ribbon – Youth Club Opening	£6.64
		Youth Club Opening Supplies	£10.98
	Aldi	Bar Supplies	£2.97
		Youth Club Opening Supplies	£42.76
	City of Doncaster Council	Planning Application Fee – Solar Panels	£232.00
	Amazon	Cleaning Supplies	£8.52
		Stationery	£6.99
	B&M	Cleaning Supplies	£29.99
	M&S	Quiz Night Prizes	£18.50
	Aldi	Milk	£7.20
	Amazon	Stationery	£6.99
	Aldi	Bar Supplies	£4.36
	B&M	Storage Containers – Clean up Champion	£22.00
		Easter Holiday Camp Supplies	£34.75
	Power Music	Subscription	£14.95
	Bestway Wholesale	Vending Machine Supplies	£319.78

Armthorpe Parish Council 2025-2026

Bank - Cash and Investment Reconciliation as at 31 March 2026

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2026 Co-Operative Bank Plc Current	692,957.10	
2	31/03/2026 Co-Operative Bank Credit Card	0.00	
			692,957.10
<u>Other Cash & Bank Balances</u>			
	Bar Float	450.00	
	Co-Operative Bank 14 Day A/c	8.81	
	Co-Operative Bank Instant Acce	0.05	
	Tea Dance Float	100.00	
	Vending Machine	50.00	
			608.86
			693,565.96
<u>Receipts not on Bank Statement</u>			
0	31/03/2026 All Receipts Cleared	0.00	
			0.00
Closing Balance			
			693,565.96
<u>All Cash & Bank Accounts</u>			
1	Co-Operative Bank Plc Current	692,957.10	
2	Co-Operative Bank Credit Card	0.00	
	Other Cash & Bank Balances	608.86	
	Total Cash & Bank Balances		693,565.96



Report of the Clerk to the Council regarding the Terms of Reference, Membership and Meetings of the Council's Committees

1 Introduction

The purpose of this report is to inform Council members of the terms of reference, membership, and meeting arrangements of the Council's standing committees.

2 COMMUNITY CENTRE AND GENERAL PURPOSES COMMITTEE

The Council established a Community Centre Committee on 24 September 1991.

2.1 Terms of Reference

To exercise all the powers and functions of the Council relating to:

- (i) the Community Centre project (including the power to co-opt up to thirteen Members to the Committee) except that the Committee shall not be empowered to authorise the borrowing of money or issuing a precept
- (ii) all forms of entertainment to be provided by the Council including the fireworks display and to make the appropriate arrangements each year.
- (iii) the Annual Christmas Tea event for elderly residents of Armthorpe, including the power to incur expenditure for this and other purposes under the provisions of Section 137 of the Local Government Act 1972.
- (iv) the duties and responsibilities of the Sports and Recreation Officer, including determining the income and expenditure relating to the services provided by him/her and all other matters associated with the post.
- (v) where it is considered necessary between monthly meetings of the full Council, the Committee shall exercise all the Council's functions (except the power to authorise the borrowing of money or issuing a precept).

2.2 Membership

Membership of the Committee shall comprise thirteen Members of the Parish Council.

2.3 Meetings

To be held on the third Tuesday of every month (except August and other months where the Clerk [in consultation with the Chairperson and/or Vice Chairperson] makes alternative arrangements).

3 FINANCE COMMITTEE

The Council established this Committee on 12 November 1996.

3.1 Terms of Reference

To exercise budgetary control of the Council's estimates throughout each financial year, supervision of the administration and other matters relating to the Council's accounting records and procedures, including arranging from time to time an internal audit of the same and to report any findings and make recommendations to the Council (as per Minute 110/96).

To identify (within the Council's statutory powers) and prioritise any projects which the Committee feels will benefit the community and to make recommendations in respect of the same to the Council, together with estimates of the costs.

3.2 Membership

Membership of the Committee shall comprise ten Members of the Parish Council.

3.3 Meetings

To be held every four months on the fourth Tuesday (except August and other months where the Clerk [in consultation with the Chairperson and/or Vice Chairperson] makes alternative arrangements).

4 STAFFING COMMITTEE

The Council established this Committee on 11 January 2005.

4.1 Terms of Reference

To exercise all the powers of the Council to make appointments to permanent posts of the Council, including determination of terms and conditions of service, grievances, etc. and dismissal of such employees be delegated to the Staffing Committee, except that the appointment of the Clerk to the Council and his/her terms and conditions of employment shall be determined by a special meeting of the whole Council.

To make recommendations to the Council on staff salaries and rates of pay, including annual pay awards.

4.2 Membership

Membership of the Committee shall comprise seven Members of the Council appointed at the Annual Meeting of the Council.

4.3 Meetings

To be called by the Clerk to the Council (after consultation with the Chairperson and/or Vice-Chairperson of the Committee) when it is considered appropriate for matters to be considered at a meeting of the Committee.

5 DISCIPLINARY AND GRIEVANCE APPEALS PANEL

The Council established this Panel on 11 January 2005.

5.1 Terms of Reference

To exercise all the powers of the Council in relation to the determination of employee appeals from decisions of the Staffing Committee.

5.2 Membership

Membership of the Panel shall comprise five Members of the Council (who are not Members of the Staffing Committee) appointed at the Annual Meeting of the Council.

5.3 Meetings

To be called by the Clerk to the Council (after consultation with the Chairperson and/or Vice-Chairperson of the Panel) when it is considered appropriate for matters to be considered at a meeting of the Panel.

6 FREEMEN COMMITTEE

The Council established this Committee on 6th April 2010, because of amendments made to Section 249 of the Local Government Act 1972, by the Local Democracy, Economic Development and Construction Act 2009.

6.1 Terms of Reference

To make recommendations to the Council regarding (amongst other things) the eligibility criteria for nominations for any future awards of Freemen and/or Freewomen of the Parish of Armthorpe.

6.2 Membership

That membership of the Committee shall comprise five Members of the Council appointed at the Annual Meeting of the Council.

6.3 Meetings

As the award of honorary freemen or freewomen of the parish is the highest award the Parish Council can make, meetings of the Committee be determined by the Council on an infrequent basis and (generally) at not less than eight yearly intervals from 2010, (as per Minute 5 (4) of the Freemen Committee meeting held on 22nd June 2010 and approved by the Council at a meeting held on 6th July 2010, Minute 44).

7. STRATEGIC PLANNING

The Council established this committee on 6th September 2022.

7.1 Terms of Reference

To exercise all the powers of the Council in relation to the determination of creating a strategic plan and to make recommendations to Full Council regarding the content and process of developing a plan.

7.2 Membership

Membership of the Panel shall comprise six Members of the Council appointed at the Annual Meeting of the Council.

7.3 Meetings

To be called by the Clerk to the Council (after consultation with the Chairperson and/or Vice-Chairperson of the committee) when it is considered appropriate for matters to be considered at a meeting of the committee.

8. SPORTS AND RECREATION SUB COMMITTEE

The Community Centre and General Purposes committee established this subcommittee on 19th July 2022.

8.1 Terms of Reference

To develop the Sports and Recreation provision and make recommendations to the Community Centre and General Purposes committee.

8.2 Membership

Membership of the Panel shall comprise -six Members of the Council appointed at the Annual Meeting of the Council.

8.3 Meetings

To be called by the Clerk to the Council (after consultation with the Chairperson and/or Vice-Chairperson of the committee) when it is considered appropriate for matters to be considered at a meeting of the committee.

9. EVENTS SUB COMMITTEE

The committee was established by the Community Centre and General-Purpose Committee on 20th December 2022.

9.1 Terms of Reference

To organise an annual calendar of events, and to provide direction for officers, councillors and volunteers in the planning, organisation, and evaluation of these events. Further, representatives of organisations and community groups in the Parish will be invited to meetings to discuss and arrange a calendar of events in the Parish, and to arrange and organise joint events where planned.

9.2 Membership

Membership of the Panel shall comprise six Members of the Council appointed at the Annual Meeting of the Council.

9.3 Meetings

To be called by the Clerk to the Council (after consultation with the Chairperson and/or Vice-Chairperson of the committee) when it is considered appropriate for matters to be considered at a meeting of the committee.

10. TRAFFIC COMMITTEE

10.1 Purpose

The purpose of the Traffic Committee is to provide a collaborative forum for representatives of the Parish Council, City of Doncaster Council, South Yorkshire Police and local schools to discuss, review, and recommend actions to address traffic management and parking concerns outside local schools within the Parish area.

The Committee aims to promote safety, improve traffic flow, and enhance the wellbeing of pupils, parents, and residents.

10.2. Objectives

The Committee will:

- Identify and assess traffic and parking issues affecting schools within the Parish.

- Consider feedback from residents, parents, schools, and other stakeholders.
- Explore practical solutions to improve road safety and reduce congestion.
- Liaise with relevant authorities to implement agreed measures.
- Promote road safety education and awareness initiatives.
- Monitor the effectiveness of implemented actions and make further recommendations as needed.

10.3. Membership

The Committee will comprise:

- 5 Parish Council Representatives:
- City of Doncaster Council Representative(s):
 - John Brooks Principal Civil Enforcement Officer
 - Rebecca Tuffrey: Thrive Locality Manager
 - Salma Rashid: Locality Co-ordinator
- South Yorkshire Police Representative(s)
 - Simon Lovell: Sergeant for the East
- School Representatives from Tranmoor Primary School, Shaw Wood Academy, Southfield Primary School, Our Lady of Sorrows Catholic Primary School, Armthorpe

10.4. Chairing and Administration

The Committee will be chaired by a Parish Councillor, appointed by the Parish Council. Administrative support, including agenda preparation and minute-taking, will be provided by the Parish Council Clerk (or nominee). Meeting agendas and supporting papers will be circulated at least three working days prior to each meeting.

10.5. Meetings

The Committee will meet quarterly (or more frequently as required). Additional meetings may be convened at the request of the Chair or any member organisation. A quorum shall consist of at least two thirds of members.

10.6. Reporting and Accountability

The Committee will report to the Parish Council through written minutes and action summaries. Recommendations requiring formal decisions, funding, or enforcement will be referred to the relevant authority (e.g. Parish Council, City of Doncaster Council or South Yorkshire Police). Outcomes and updates will be shared with schools and the community through Parish Council communications.

10.7. Scope and Limitations

The Committee is advisory in nature and does not have executive powers. It may:

- Recommend actions or priorities to the relevant authorities.
- Support and promote local initiatives (e.g. school travel plans, parking awareness campaigns).

It may not:

- Implement highway alterations or enforce parking restrictions directly

11. Recommendation

To:

(a) note the details of the Council's standing committees referred to above, their terms of reference, meeting arrangements and membership.

(b) to appoint new Members of the Council to these committees.

S Youngman

Clerk to the Council

23rd April 2026

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

UPDATED ~~JULY 2025~~ MAY 2026

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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 policy **annually, and may be presented at the Annual Meeting where appropriate.**

- 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*) **annually, and may be presented at the Annual Meeting where appropriate.**
- xviii. Review of the Council's policy for dealing with the press/media **annually, and may be presented at the Annual Meeting where appropriate.**
- xix. Review of the Council's employment policies and procedures **regularly, and may be presented at the Annual Meeting where appropriate..**
- 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 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 andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end 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. 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.

- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the contract procurement legislation and. If so the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of 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.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(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.

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in March 2025 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.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

ARMTHORPE PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on **6th May 2026** ~~01-October-2024~~.

1. General

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

- **the outcome of a review of the effectiveness of its internal controls;**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors.**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £10,000; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;

- initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council not later than the end of December each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split to avoid compliance with these rules.

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- the council for all items over ~~£5,000~~ £2,000 excluding VAT;

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

5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and service unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with The Co-operative Bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. 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.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, Parish Council staff and Councillors and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The RFO shall maintain a petty cash float account of £550 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

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

11. Payment of salaries and allowances

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

12. Loans and investments

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

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

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

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

13. Income

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

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

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

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

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

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software **software system** and that any VAT Return required is submitted from the software by the due date.

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

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

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

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

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

18. Suspension and revision of Financial Regulations

18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order ~~[insert reference of the council's relevant standing order]~~ 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Armthorpe Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the parish.

The Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Armthorpe Parish Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Armthorpe Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

DRAFT ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Facebook
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
New Park	Sympathetically maintain hedging. Leave some areas unmown. Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.	Food sources & cover Encourages insects. Sustain & enhance natural habitats.	Ongoing Ongoing Ongoing	Facebook
Cemetery	Plant native, nectar-rich shrubs and trees along boundaries. Avoid pesticide use except for essential maintenance and use natural alternatives.	Provide food and nesting opportunities for birds and insects. Protect soil and insect life.	1-2 Ongoing	Facebook Grounds report
Allotments	Encourage plot holders to create wildlife-friendly features (e.g. ponds, bug hotels, compost heaps) Promote organic and peat-free growing methods. Organise annual "Biodiversity at the Allotments" day for plot holders and families.	Promote biodiversity within cultivated areas. Reduce chemical input and improve soil biodiversity. Community engagement and education.	Ongoing Ongoing Ongoing	Facebook Website / signage Poster / Website / Facebook
Common / other open spaces	Adopt a management plan. Encourage residents to remove litter and pick up after their dogs. Work with the district council on verge management Encourage residents to adopt areas to look after.	Sustain & enhance natural habitats. Protecting habitats Protecting/enhancing habitats Regular attention.	Ongoing Ongoing Ongoing Ongoing	

The Built Landscape	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats.	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife.</p> <p>Create a page on the parish council website for photographs / information / links.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>	Ongoing	
Support Community Projects	Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.	Promote biodiversity.		Poster requesting volunteers for watering

Dated: 20th October 2025

Approved: 5th May 2026

Review: Annually at the Annual Meeting in May

From: lindamonks

Sent: Monday, April 20, 2026 16:29

To: clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Subject: Firefly summer celebration,

To Armthorpe Parish Council

As you all are aware we are hosting a Firefly Summer Celebration on the 8th August this year, to raise funds for transporting cancer patients from their home to western park hospital for treatment, We were wondering if the Parish Council would kindly support us with a contribution of £500 to the cost of the food for the event.

Kind regards

Linda monks , Shane Rose,

Mr Nigel Berry

Armthorpe
Doncaster

21st April, 2026

To the Clerk and Members of Armthorpe Parish Council,

I am writing to formally tender my resignation as a member of Armthorpe Parish Council, with effect from 21st April, 2026.

This has not been an easy decision, but after careful consideration I believe it is the right time for me to step down. It has been a privilege to serve the residents of Armthorpe, and I am grateful for the opportunity to contribute to the work of the Council during my term in office.

I would like to thank my fellow councillors and the Clerk for their support, collaboration, and commitment to the community. I remain proud of what we have achieved together, and I wish the Council every success in continuing to represent and support the people of Armthorpe.

Please let me know if there are any administrative steps I need to complete before my departure.

Yours sincerely

A handwritten signature in black ink, appearing to read 'N Berry', with a long, sweeping flourish extending to the right.

Nigel Berry

Re: Reported litter and Fly-tipping

From Scott Pickles 

Date Thu 16/04/2026 18:41

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Cc Christopher.Marriott@doncaster.gov.uk <Christopher.Marriott@doncaster.gov.uk>;
Tim.Needham@doncaster.gov.uk <Tim.Needham@doncaster.gov.uk>; Nick.Pritchard@doncaster.gov.uk
<Nick.Pritchard@doncaster.gov.uk>

 3 attachments (26 MB)

Fly tipping - Holme Wood Lane 3.jpg; Fly tipping - Holme Wood Lane far side of M18 3.jpg; Litter - Public Footpath adj. M18 2.jpg;

Dear Parish Council

This is just to share with you some information that I have reported to DMBC via their online portal. Unfortunately I was not in a position to format the photos I had taken to be able to upload them to the portal, but I have attached a selection of them for your information (others can be sent if useful).

I have reported the following incidents:

Litter/tipping to scrub land at rear of Wickett Hern Road (Ref: 201003046033)

I understand that this may already be known to members as the first 'den' that had been built in this area was burnt down. A second den a little further along the scrub line has now been started with further accumulations of rubbish. The lady that collects litter around the village was there today along with a dog walker and they were challenging a young school age male about the situation.

There are further things that have been dumped along the whole area now.

Fly-tipping - Holme Wood Lane (multiple examples)

(Ref: 201003046036)

Where the road passes Next, about 90 paces from the junction with Yorkshire Way, there is builders rubbish and possible asbestos garage roof sheeting.

(Ref: 201003046043)

End of Holme Wood Lane past Next, where it joins the public footpath there is a large dump of tyres (30+).

(Ref: 201003046045)

End of Holme Wood Lane past Next, start of public footpath there are broken dumped fence panels, follow the path further and there is more waste including more asbestos.

(Ref: 201003046047)

Public footpath is strewn with litter for it's entire length

(Ref: 201003046048)

Holme Wood Lane other side of M18 on way towards the Lodges & Lakes there are multiple mattresses, sofa etc along with litter on both sides of the road.

(Ref: 201003046035)

Junction 4 M18 - Dumped material

I hope this is useful and will lead to a swift clean up of the area.

If anyone is unsure of where this issues are, I am happy to go and show the issues.

Regards
Scott











Outlook

Re: Beating the Bounds

From Scott Pickles [REDACTED]

Date Thu 16/04/2026 18:46

To clerk@armthorpeparishcouncil.gov.uk <clerk@armthorpeparishcouncil.gov.uk>

Dear Parish Council

I just wondered if there were any plans for the resurrection of the historic 'Beating of the Bounds' for the Parish? I believe it has been done in the last 20 years (mentioned in Parish minutes), and I thought it may be something different to get the community involved in.

Just a thought.

Regards
Scott Pickles

Beating of the Bounds

Beating of the Bounds is a historic English tradition in which parish communities walk the full boundary of their parish or common land. The practice dates back centuries and originally served as a practical method for confirming and remembering boundary lines before accurate mapping existed.

During the perambulation, participants stop at key boundary markers, such as stones, trees, or ditches, and symbolically strike them with branches. Historically, children were included to ensure the knowledge of the boundary passed to the next generation. The event traditionally took place on Ascension Day or during Rogationtide.

Although modern mapping has reduced the practical necessity, some parishes continue the ceremony today. It now serves mainly as a cultural and community activity, reinforcing local identity, raising awareness of parish boundaries, and helping protect common or parish land from encroachment.