

WESTBOROUGH & DRY DODDINGTON PARISH COUNCIL

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30/04/2025

You are hereby invited to attend a meeting of the **Full Council** which will be held on **Thursday, 08 May** commencing at **6.30pm** at Dry Doddington Village Hall.

**Please note that this meeting will start an hour earlier due to the anticipated lighting of the beacon at 9.30.**


The business of the meeting is set out in the agenda below.



**Belina Boyer**  
**Parish Clerk/RFO**

<b>Agenda no</b>	<b>Agenda item title</b>
25-37	To elect a chairman for the 2025-26 municipal year.
25-38	To elect vice chairman for the 2025-26 municipal year.
25-39	To adjourn the meeting for the <b>Public Forum</b> : to <b>receive</b> questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum)
25-40	To <b>note</b> apologies for absence.
25-41	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011 <b>and consider</b> any dispensation requests received by the Clerk
25-42	To receive the minutes of the previous Full Council Meeting and <b>resolve</b> to sign these as a true record of the meeting(s). a) <b>Minutes of Parish Council Meeting on 13 March 2025</b>
25-43	To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting:  a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities; b) Review of the terms of reference for committees; c) Appointment of members to existing committees; d) Appointment of any new committees in accordance with standing order 4; e) Review and adoption of appropriate standing orders and financial regulations; f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

Agenda no	Agenda item title																								
	<p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>h) Review of inventory of land and other assets including buildings and office equipment;</p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;</p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;</p> <p>k) Review of the Council's complaints procedure;</p> <p>l) Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (<i>see also standing orders 11, 20 and 21</i>);</p> <p>m) Review of the Council's policy for dealing with the press/media;</p> <p>n) Review of the Council's employment policies and procedures;</p> <p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.</p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.</p>																								
25-44	<p>a) To receive and note Dry Doddington Village Poors' Charity Trust annual trustees report.</p> <p>b) To appoint trustees for a 5 year term</p>																								
25-45	To receive and note the Clerk's Report.																								
25-46	To formally approve the expenditure of £4200 for plastering work at Dry Doddington Village Hall from the Copley Solar Farm Fund.																								
25-47	To consider registering with the ICO and arranging for annual payments by Direct Debit.																								
25-48	To consider a grant application from the Copley Solar Farm Fund from Dry Doddington Village Hall.																								
25-49	To consider the clerk's attendance at the LALC summer conference.																								
25-50	<p><b>Financial Matters:</b></p> <p>a) To receive and note the council's receipts and payments over budget report to 31 March 2025</p> <p>b) To receive and note the council's bank reconciliation to 31 March 2025.</p> <p>c) To authorise the following known upcoming payments:</p> <table><tr><th>Payee Name</th><th>Reference</th><th>Transaction Detail</th><th>Budget Code</th><th>£ Total</th></tr><tr><td>B Boyer</td><td>SO</td><td>Staff Costs May and June</td><td>Staff Costs</td><td>338.60</td></tr><tr><td>B Boyer</td><td>SO</td><td>WFHA May and June</td><td>Office expenses incl. WFHA and mileage</td><td>52.00</td></tr><tr><td>AC Garden Service</td><td>P002</td><td>Flood Store Work</td><td>Other Projects - Copley Fund Reserve</td><td>60.00</td></tr></table>					Payee Name	Reference	Transaction Detail	Budget Code	£ Total	B Boyer	SO	Staff Costs May and June	Staff Costs	338.60	B Boyer	SO	WFHA May and June	Office expenses incl. WFHA and mileage	52.00	AC Garden Service	P002	Flood Store Work	Other Projects - Copley Fund Reserve	60.00
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	V Birnage	P003	Reimburse flood store and associated costs	Other Projects - Copley Fund Reserve	299.91
	AC Garden Service	P005	Hedge Work Long Lane Westborough 1	Volunteer Mowing, Comm cleaner projects	195.00
	AC Garden Service	P006	Hedge Work Long Lane Westborough 2	Volunteer Mowing, Comm cleaner projects	80.00
	<p style="text-align: right;"><u>1,061.51</u></p> <p><b>Plus any expenditure approved above and yet unknown amounts for out of pocket expenses to be presented on the day.</b></p> <p>d) To review earmarked reserves</p> <p>e) To review the regular payments listing (Financial Regulations)</p> <p>f) To receive a verbal update on the bank mandate for Nat West Bank and Melton Building Society.</p> <p>g) To formally resolve that all banking statements and correspondence for the council should be sent to the clerk's home address.</p> <p>h) To approve opening a NatWest 35day notice account and agree the sum to be transferred into it after opening.</p>				
25-51	<p><b>Audit 2024-25</b></p> <p>a) To Receive the internal Auditor's report and consider any recommendations therein for action.</p> <p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review.</p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers.</p> <p>d) To consider and agree the Accounting Statements.</p> <p>e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 13 July 2025.</p> <p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p>				
25-52	<p>To consider planning applications for comment.</p> <p><a href="#"><u>Demolition of existing redundant agricultural barns and the erection of 5 new build dwellings and access road.</u></a> </p> <p>Manor Farm Manor House Lane Dry Doddington Lincolnshire NG23 5JA</p> <p>Ref. No: S24/1504   Received: Fri 30 Aug 2024   Validated: Mon 16 Sep 2024  </p>				

Agenda no	Agenda item title
25-53	<p>To note planning decisions made since the last meeting.</p> <p><a href="#">Application for Proposed Equestrian Centre to include Livery</a></p> <p>Development Proposed Equestrian Centre Clensey Lane Dry Doddington Lincolnshire NG23 5HT</p> <p>Ref. No: S22/1188   Received: Fri 10 Jun 2022   Validated: Fri 10 Jun 2022   Appeal Dismissed</p>
25-54	<p>To consider arranging a meeting with the Environment Agency asking</p> <ul style="list-style-type: none"> <li>a) To justify their action to date</li> <li>b) To explain why Westborough is now considered to be a high flood risk area.</li> <li>c) To explain the results found from new the new flood risk model.</li> <li>d) To explain the actions proposed based on their findings together with costs and dates for action. (Cllr Forman)</li> </ul>
25-55	<ul style="list-style-type: none"> <li>a) To consider adopting a Community Emergency Plan (CEP), that would cover flooding, but also other potential emergency scenarios based on the <a href="#">Lincolnshire Resilient Communities Programme</a>.</li> <li>b) To receive an update on the provision of a flood store at Westborough. (Cllr Forman)</li> </ul>
25-56	<p>To consider what action to take regarding routine maintenance of Westborough village: funding and reimbursement of the ongoing custom and practice. (Cllr Ford)</p>
25-57	<p>To receive and note reports from members including Highways updates. (for information only).</p>
25-58	<p>To receive the County and District Councillor's reports (for information only).</p>
25-59	<p>To note correspondence previously circulated by email.</p>
25-60	<p>Items for notification to be included in a future agenda. For information only.</p>
25-61	<p>To note the date and time of the next Full Council meeting as 10 July 2025 at 19.30 at Westborough Village Hall.</p>

# DRAFT Minutes

Of the meeting 13 March 2025 at Westborough Village Hall

Members Present:

Arnold	Birnage (Chair)	Broomham	Ford	Forman	Lett
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Members Absent:

Durham					
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Also Present:

3 members of the Public

Minute no	Minute	Power/ Regulation
	<b>Public Forum:</b> to <b>receive</b> questions and comments from residents of the village on any matter relating to items on this agenda. (15 minutes maximum) <b>There were no questions raised by members of the public.</b>	
25-21	To <b>note</b> apologies for absence. The council <b>noted</b> and approved Cllr Durham's apologies for absence.	<i>Local Government Act 1972, s85 (1) &amp; Sch 12, p40.</i>
25-22	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011 <b>and consider</b> any dispensation requests received by the Clerk. There were none.	<i>Localism Act 2011, s31, s33</i>
25-23	To receive the minutes of the previous Full Council Meeting and <b>resolve</b> to sign these as a true record of the meeting(s). <b>Minutes of Parish Council Meeting on 30 January 2025</b> The council <b>resolved</b> to approve and sign the Minutes of Parish Council Meeting on 30 January 2025 as a true record of that meeting.	<i>Local Government Act 1972, Sch 12, p41 (1).</i>
25-24	<b>Financial Matters:</b> a) To receive and note the council's receipts and payments over budget report to 28 February 2025 The council <b>noted</b> the council's receipts and payments over budget report to 28 February 2025. b) To receive and note the council's bank reconciliation to 28 February 2025. The council <b>noted</b> the council's bank reconciliation to 28 February 2025. c) To authorise the following known upcoming payments:	<i>Joint Panel on Accountability and Governance Practitioners Guide 2024. The Local Audit and Accountability Act 2014</i>

Minute no	Minute				Power/ Regulation
	Details	Ref	Internal Transfer	Payment	
	LALC Membership 2025-26	29	-	158.38	
	LALC Annual Training Scheme	30	-	144.00	
	HMRC	31	-	33.80	
	Clerk salary and WFHA	32	-	195.30	
	trans from dep ac		1,000.00	-	
	Grass cutting volunteer expenses	33	-	200.00	
	<b>Total</b>		1,000.00	<b>731.48</b>	
	The council <b>approved</b> the above expenditure plus the following expenditure presented on the day:				
	Detail	Reference	Amount		
	Grass cutting volunteer expenses	34	56.00		
	BK Pest control	35	60.00		
	Prestigious Developments - Large Stones	36	60.00		
	Re-imbursement - Moss Killer	37	36.98		
d) To receive a verbal update on the bank mandate for Nat West Bank. The clerk updated members that that NatWest had informed her that the mandate changes were now being processed.					
e) To consider opening an additional deposit account to maximise interest income. The council <b>resolved</b> to look into opening an additional deposit account in order to maximise interest received. The clerk would bring appropriate proposals to the next meeting.					
f) To appoint an internal auditor for the 2024-25 financial year. The clerk reported that she had contacted the internal auditor of previous years and he had confirmed that he would be available to carry out the 2024-25 internal audit. The clerk had supplied him with a copy of the 2024 JPAG Practitioner’s Guide. The council <b>resolved</b> to appoint Mr Nick Poulson as the council’s internal Auditor for the 2024-25 Financial Year.					
25-25	To consider inviting Lincolnshire County Council Highways to a meeting to look at the poor state of the roads and verges in the two villages.				

Minute no	Minute	Power/ Regulation
	The Council resolved to invite LCC Highways officers to investigate the parishes verges at a walkabout. Cllr John Forman would pursue this with the County Councillor and relevant officers.	
25-26	To consider what to do with a council owned strimmer currently located at a member of the public's personal address. <b>Cllr Forman</b> reported that the problem had been solved and that he would arrange for the strimmer, which comes complete with a harness, to be serviced. This had not been done for some years and some parts would need replacing to make this brush cutter safe to use. The council <b>authorised</b> the expenditure for the servicing of the servicing of the brush cutter.	
25-27	To receive feedback from the recent litter picks and consider purchasing litter picking hoops. Cllrs Broomham and Forman gave a brief report on the litter pick. Apart from numerous bags of litter, the volunteers also collected larger items such as mattresses and a fridge freezer. Some of these were still awaiting collection by SKDC. Cllr Broomham had noted that collecting litter just holding the bag could be challenging, particularly in windy conditions. She proposed the purchase of a dozen litter picking hoops per village from the Copley Solar Fund. The <b>council resolved to approve</b> the expenditure for purchasing the litter picking hoops.	Litter Act 1983, s6
25-28	To consider planning applications for comment. <ul style="list-style-type: none"> <li><a href="#">S25/0173   Erection of permanent agricultural workers dwelling and associated works.   J And J Alpacas Meadow Farm Clensey Lane Dry Doddington Lincolnshire NG23 5HT</a></li> </ul> It was noted that that no members of the public had raised objections either in correspondence to the clerk or in person. The council has no material objections to the application. The council resolved to support the application.	Town and Country Planning Act 1990, Sched. 1, para.8
25-29	To note planning decisions made since the last meeting. <ul style="list-style-type: none"> <li><a href="#">Proposed relocation of existing tower at Ease Land, Westborough.</a></li> </ul> Street Record Ease Lane Westborough Lincolnshire Ref. No: S24/2165   Received: Thu 12 Dec 2024   Validated: Thu 12 Dec 2024   <b>No Objections</b> <ul style="list-style-type: none"> <li><a href="#">Proposed relocation of existing tower at Ease Land, Westborough.</a></li> </ul> Street Record Ease Lane Westborough Lincolnshire Ref. No: S24/2232   Received: Thu 12 Dec 2024   Validated: Thu 12 Dec 2024   <b>No Objections</b>	



Minute no	Minute	Power/ Regulation
	<ul style="list-style-type: none"> <li><a href="#"><u>The installation and operation of a mini battery storage unit, along with ancillary infrastructure (PowerPod)</u></a></li> </ul> <p>Land South of Bennington Lane, Opposite The Electricity Substation, Westborough NG23 5HG  Ref. No: S24/1512   Received: Mon 02 Sep 2024   Validated: Thu 24 Oct 2024   <b>Permitted</b>  <b>The council noted the planning decisions above.</b></p>	
25-30	<p>To consider purchasing Aqua sacs or sandbags through the joint buying scheme of SKDC.</p> <p>The council discussed this item at length. It was noted that the council did not own any land or buildings in either village that would be suitable to store a flood defence kit. Cllr Forman would talk to local residents asking if a suitable shed could be housed on their land to contain any aqua sacs purchased and to store the existing sandbags. He would bring his findings back to the council for approval if appropriate.</p>	
25-31	<p>To consider declaring that the conditions for the General Power of Competence have been met.</p> <p>The council reviewed whether the conditions for the General Power of Competence were being met by the council.</p> <p>The council resolved that it met the conditions of eligibility namely:</p> <p>(a) the number of members of the council that have been declared to be elected(3), whether at ordinary elections or at a by-election, is equal to or greater than two-thirds of the total number of members of the council.</p> <p>(b) the clerk to the parish council holds an equivalent in the Certificate of Higher Education: Community Governance: Local Council Management.</p>	<i>The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</i>
25-32	<p>To receive the County and District Councillor's reports.</p> <p>County Cllr Maugham had sent his apologies and sent an email with his report that was circulated to all members.</p> <p>Cllr Wood reported on the council tax increases for the 2025-26 financial year.</p> <p>National Highways were working with SKDC to clean up the verges along the A1. This program should commence in the coming weeks. He stated that the new mayoral authority to be elected in May would receive a 1.2 million share of the UK Shared Prosperity Fund. It was not yet known when applications would become open.</p>	
25-33	<p>To receive and note the Clerk's report.</p> <p>Members received and noted the Clerk's report.</p> <p>She reported that she had registered the council as an employer with HMRC and the Pensions Regulator.</p>	



Minute no	Minute	Power/ Regulation
	She had followed up on an enquiry about an application for an asset of community value and was informed that the applicant had been written to some months ago with a request for additional information.	
25-34	To adjourn the meeting to allow for comments/observations by members of the public at the discretion of the chair. There were none.	
25-35	Items for notification to be included in a future agenda. For information only. <ul style="list-style-type: none"> <li>• Sandbags/Aqua sacs</li> <li>• A1 gaps closures</li> <li>• Publication Requirements</li> </ul>	
25-36	To note the date and time of the next Full Council meeting. The council <b>noted</b> the date and time of the next scheduled meeting as <b>08 May 2025 at 19.30 at Dry Doddington Village Hall</b> . It was noted that the date was the 80 <sup>th</sup> Anniversary of VE Day and that there may be the need to adjust the start time of the meeting.	<i>Local Government Act 1972, Sch 12, p10 (2)(a)</i>

## **STANDING ORDERS 2025 UPDATE(ENGLAND)**

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

Adopted:

Due for Review:

# INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

## 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. Model standing orders use gender-neutral language (e.g. "Chair").

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

## **1. RULES OF DEBATE AT MEETINGS**

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

since 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 chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion.
  - ii. to proceed to the next business.
  - iii. to adjourn the debate.
  - iv. to put the motion to a vote.
  - v. to ask a person to be no longer heard or to leave the meeting.
  - vi. to refer a motion to a committee or sub-committee for consideration.
  - vii. to exclude the public and press.
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

## **2. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregards the request of the chair of the meeting to moderate or

improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when

speaking (except when a person has a disability or is likely to suffer discomfort) . The chairman of the meeting may at any time permit a person to be seated when speaking.

- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

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



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

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

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

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

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

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

x A meeting shall not exceed a period of 2 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 chair of the standing committee.
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee.
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three.
  - ix. shall determine if the public may participate at a meeting of a committee.
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee.
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

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

- iii. Receipt of the minutes of the last meeting of a committee.
- iv. Consideration of the recommendations made by a committee.
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.
- vi. Review of the terms of reference for committees.
- vii. Appointment of members to existing committees.
- viii. Appointment of any new committees in accordance with standing order 4.
- ix. Review and adoption of appropriate standing orders and financial regulations.
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back.
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.
- xiii. Review of inventory of land and other assets including buildings and office equipment.
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks.
- xv. Review of the Council's and/or staff subscriptions to other bodies.
- xvi. Review of the Council's complaints procedure.
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*).
- xviii. Review of the Council's policy for dealing with the press/media.
- xix. Review of the Council's employment policies and procedures.
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## 6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council**

at any time.

- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee 2, any 3 members of the committee may convene an extraordinary meeting of the committee.

## **7. PREVIOUS RESOLUTIONS**

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

## **8. VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i to correct an inaccuracy in the draft minutes of a meeting.
  - ii to move to a vote.
  - iii to defer consideration of a motion.
  - iv to refer a motion to a particular committee or sub-committee.
  - v to appoint a person to preside at a meeting.
  - vi to change the order of business on the agenda.
  - vii to proceed to the next business on the agenda.
  - viii to require a written report.

- ix. to appoint a committee or sub-committee and their members.
- x. to extend the time limits for speaking.
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.
- xii. to not hear further from a councillor or a member of the public.
- xiii. to exclude a councillor or member of the public for disorderly conduct.
- xiv. to temporarily suspend the meeting.
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements).
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

## 12. **DRAFT MINUTES**

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



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

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he 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 he has 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 Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. **PROPER OFFICER**

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

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

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

other legitimate requirements (e.g. the Limitation Act 1980).

- xii. arrange for legal deeds to be executed.  
(*See also standing order 23*).
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose.
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council 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

## **16. RESPONSIBLE FINANCIAL OFFICER**

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

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter.
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date.
  - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

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

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls.
  - ii. the assessment and management of financial risks faced by the Council.
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually.
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below 60,000 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. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.
- iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed.
- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to the council at its next meeting.
- c. The chair or in their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk and Responsible Finance Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by council.
- d. Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution council.
- e. Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the clerk and RFO relates to the chair or vice-chair, this shall be communicated to another member of the council.
- f. Any persons responsible for all or part of the management of staff shall treat as

confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.
- b. The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement



from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

**Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

**Please note: These explanatory notes are not part of the Financial regs and will be removed before publication as the final document.**

## **MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS**

*(Updated March 2025 - updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force 24<sup>th</sup> February 2025. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11.)*

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 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? **Yes**
  - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales – **references to Wales removed**
  - c) In section 4, does the council have committees and how many years are forecast – **Three year forecast is best practice**
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms? **This may vary on the type of contract being entered into.**
  - e) In 5.9, are online prices acceptable evidence? - **I recommend yes, as it is often impossible to get any other indication of cost**
  - f) In 5.13, 5.15 and 5.17, does the council have committees? **No, but may chose to establish one later in the year. Leave in, just in case.**

- g) In 5.16, will a councillor ever be instructed to place an order? This should not ever happen. It is poor practice and potentially puts the member at risk of being personally liable. I propose to shorten to: **No individual member, or informal group of members may issue an official 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. **Chosen the most appropriate ones for a council of this size.**
- 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. **We are not registered for VAT**
- m) 13.7 and 13.8 are removable if they don't apply to the council. **Remove, unless planning events that may generate cash**
- 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? **Clerk is the RFO**
- 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.

# WESTBOROUGH AND DRY DODDINGTON PARISH COUNCIL

## FINANCIAL REGULATIONS

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

Adopted:

Due for Review:

## 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 Smaller Authorities Proper Practices Panel (SAPPP) and published by NALC and the Society of Local Council Clerks.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO, and these regulations apply accordingly. The RFO.
  - acts under the policy direction of the council.
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
  - determines on behalf of the council its accounting records and control systems.
  - ensures the accounting control systems are observed.
  - ensures the accounting records are kept up to date.
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement).**



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

1.7. In addition, the council shall:

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

## **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 account 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 reasonably 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 October each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

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

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of September each year.

4.6. The draft budget {with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and forecast, 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** or the deadline given by the principal authority 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 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 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation 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 {or relevant committee}. Avoidance of competition is not a valid reason.

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

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

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

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

**5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.**

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

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

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

5.20. An official order or letter shall be issued for all work, goods and services {above £250 excluding VAT unless a formal contract is to be prepared or an official order

would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

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

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with NatWest Bank for its day-to-day operations. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council 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 {or finance committee}.

- iv. Fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council .

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 {or finance committee}. 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 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 and appended to the minutes.
- 7.9. With the approval of [the council] in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed/approved online] by [two

authorised members]. The approval of the use of each variable direct debit shall be reviewed by [the council] at least every two years.

- 7.10. Payment may be made by BACS or CHAPS by resolution of [the council] provided that each payment is approved online by [two authorised bank signatories], evidence is retained, and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by [the council] at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [two of] the Clerk and [the RFO] [a member]. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

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

- a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **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] 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 who 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. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

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

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

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

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

## **15. Stores and equipment**

- 15.1. The Clerk shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements}
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

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

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

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

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

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

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

Westborough and Dry Doddington Parish Council Inventory of Fixed Assets  
2025

	Purchase date	Asset Value cost	Insurance Value	
Dry Doddington Poors Charity Land 1 acre land off Claypole Lane	gifted	1.00	Not insured	
Unipart Doorman Speed sign	23/01/2018	2,508.00	Not insured	
Westboro Bus Shelter	23/01/2018	6,500.00	Not insured	
CHT Defibrillator -Dry Doddington phone box	15/03/2018	1,975.00	Not insured	
Honda Strimmer 4 stroke	18/05/2017	375.65	Not insured	Repaired 2025-26
Dry Doddington phone box	05/11/2017	1.00	Not insured	
Information Notice Board - outside The Wheatsheaf	26/06/2019	1,562.00	Not insured	
CHT Defibrillator - Westborough Village Hall	05/03/2020	2,120.00	Not insured	
White speed reduction gates Dry Doddington	13/12/2021	1,302.00	Not insured	
CCTV cameras around Dry Doddington-Village hall	08/10/2021	—————	Not insured	Gifted to DDVH
Lighting for trees on Dry Doddington Green	30/11/2021	404.00	Not insured	
Circular tree seat Dry Doddington for Platinum Jubilee	15/05/2022	1,233.00	£1,260.00	2024-25 insurance value
Circular tree seat Westborough for Platinum Jubilee	24/05/2022	1,267.00	£1,260.00	2024-25 insurance value
Maxone Portable External Hard Drive	07/12/2024	25.59	Not insured	
total value		<b><u>19,274.24</u></b>		

Memorial Bench Westborough

1,200.00 Insured though not owned

## Clerk's Report to March 2025 Meeting

Report Author: Belina Boyer

**Report Date:** 04/05/2025

The Clerk has arranged for the Internal Audit, which was completed at the end of April. Members have already received the 2024 Practitioner's Guide that will help them complete the Governance Statements under 25-51c).

The clerk has attended training on the council's website and has started to put the new knowledge into practice.

Agenda no	Agenda item title
25-37	To elect a chairman for the 2025-26 municipal year. <i>The election of the chair must be the first item on the agenda of the Annual Parish Council Meeting. Once elected, the newly elected chair will sign their Declaration of Acceptance of Office.</i>
25-38	To elect vice chairman for the 2025-26 municipal year. <i>The current Vice-Chair has given her apologies for the meeting but has expressed her willingness to be nominated again.</i>
25-41	To <b>receive</b> any declarations of interest in accordance with the requirements of the Localism Act 2011 <b>and consider</b> any dispensation requests received by the Clerk. <i>The Annual Parish Council Meeting is a good opportunity to review your own Declaration of Interests to see if there have been any changes since you last completed the form. You may have changed jobs, obtained property in the parish or similar...)</i>
25-43	To review the following in accordance with Standing Orders specific to the Annual Meeting or resolve to defer to a future meeting: <ul style="list-style-type: none"><li>a) Review of delegation arrangements to committees, sub-committees, staff and other local authorities; <i>Please note, the council can only delegate any of its functions to to committees, sub-committees, staff and other local authorities (LGA 1972, S101 (1). The council cannot discharge any of its functions to a member. The council currently does not delegate any of its functions . It does not have any committees. If you chose to have committees, Terms of Reference will need to be drawn up before functions can be formally delegated. Recommendation: Defer to a future meeting</i></li><li>b) Review of the terms of reference for committees; <i>There are no committees.</i></li><li>c) Appointment of members to existing committees; <i>There are no committees</i></li><li>d) Appointment of any new committees in accordance with standing order 4; <i>Defer</i></li><li>e) Review and adoption of appropriate standing orders and financial regulations; <i>Please see Standing Orders and Financial Regs based on the latest NALC template attached. I have removed most references to committees, as the council currently has not got any. The council will need to agree the levels of spending authorisation within Financial Regs (highlighted). Recommendation: To adopt both documents.</i></li><li>f) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. <i>The council has already confirmed its agreement with LCC about verge cutting.</i></li></ul>

# Westborough and Dry Doddington Parish Council


Agenda no	Agenda item title
	<p>g) Review of representation on or work with external bodies and arrangements for reporting back;</p> <p>h) Review of inventory of land and other assets including buildings and office equipment;  <i>Last year's asset register showed the CCTV equipment as council property. I have been informed that this had been gifted to Dry Doddington Village Hall and it has therefore been removed. I have re-instated the strimmer and the Christmas Lights. Local Council assets do not depreciate and remain the council's assets until they are formally disposed of. Should the market cross be added to the asset register at nominal £1? Recommendation: To approve asset register as presented – maybe with aceat for further review later in the year. The council does not own any office equipment.</i></p> <p>i) Confirmation of arrangements for insurance cover in respect of all insurable risks;  <i>Please see insurance renewal previously circulated. The council may wish to add insurance for the telephone box. Similarly, the market cross could potentially case damage or injury and would be costly to repair/replace.</i></p> <p>j) Review of the Council's and/or staff subscriptions to other bodies;  <i>The Council is currently a member of LALC and has subscribed to its Annual Training Scheme. Recommendation: To continue with both subscriptions. To consider enrolling the Clerk to SLCC once their current membership runs out.</i></p> <p>k) Review of the Council's complaints procedure; - <i>Defer</i></p> <p>l) 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); <i>Recommendation: To adopt the Publication Scheme and defer all other documents to the July meeting.</i></p> <p>m) Review of the Council's policy for dealing with the press/media; <i>Defer</i></p> <p>n) Review of the Council's employment policies and procedures; <i>Defer</i></p> <p>o) Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence. <i>There were none</i></p> <p>p) Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. <i>Recommendation: Add 14 May 2026 to schedule</i></p>
25-44	<p>a) To receive and note Dry Doddington Village Poors' Charity Trust annual trustees report.</p> <p>b) To appoint trustees for a 5 year term  <i>The charity is down to one trustee, all charities should have a minimum of two.</i></p>
25-47	<p>To consider registering with the ICO and arranging for annual payments by Direct Debit.  <i>Recommendation: To register and pay by DD as a legal requirement and DD saves a little money each year.</i></p>
25-48	<p>To consider a grant application from the Copley Solar Farm Fund from Dry Doddington Village Hall.  <i>The charity initially requested £1000 for table trolleys and a heater. I suggested adding chair trollies to the request as they would make moving furniture a lot easier. The total requested is therefore £1150. Alternatively, the council may chose to purchase and gift the requested items.</i></p>



# Westborough and Dry Doddington Parish Council

Agenda no	Agenda item title																																																		
25-49	To consider the clerk’s attendance at the LALC summer conference. <i>The conference is an excellent networking opportunity. Unfortunately it is not included in the Annual Training Scheme. Attendance is £45.</i>																																																		
25-50	<p><b>Financial Matters:</b></p> <p>a) To receive and note the council’s receipts and payments over budget report to 31 March 2025</p> <p>b) To receive and note the council’s bank reconciliation to 31 March 2025.</p> <p>c) To authorise the following known upcoming payments:</p> <table><tr><th>Payee Name</th><th>Reference</th><th>Transaction Detail</th><th>Budget Code</th><th>£ Total</th></tr><tr><td>B Boyer</td><td>SO</td><td>Staff Costs May and June</td><td>Staff Costs</td><td>338.60</td></tr><tr><td>B Boyer</td><td>SO</td><td>WFHA May and June</td><td>Office expenses incl. WFHA and mileage</td><td>52.00</td></tr><tr><td>J Forman</td><td>P001</td><td>Reimburse Timber Shed base</td><td>Other Projects - Copley Fund Reserve</td><td>36.00</td></tr><tr><td>AC Garden Service</td><td>P002</td><td>Flood Store Work</td><td>Other Projects - Copley Fund Reserve</td><td>60.00</td></tr><tr><td>V Birnage</td><td>P003</td><td>Reimburse flood store and associated costs</td><td>Other Projects - Copley Fund Reserve</td><td>299.91</td></tr><tr><td>AC Garden Service</td><td>P005</td><td>Hedge Work Long Lane Westborough 1</td><td>Volunteer Mowing, Comm cleaner projects</td><td>195.00</td></tr><tr><td>AC Garden Service</td><td>P006</td><td>Hedge Work Long Lane Westborough 2</td><td>Volunteer Mowing, Comm cleaner projects</td><td>80.00</td></tr><tr><td>R Piper</td><td>P007</td><td>Honda Strimmer Service</td><td>Volunteer Mowing, Comm cleaner projects</td><td>40.00</td></tr><tr><td colspan="4"></td><td><u>1,1011.51</u></td></tr></table> <p><b>Plus any expenditure approved above and yet unknown amounts for out of pocket expenses to be presented on the day.</b></p> <p>d) To review earmarked reserves</p> <p>e) To review the regular payments listing (Financial Regulations) <i>Current regular payments are Clerk’s monthly salary: Standing Order, HMRC PAYE: Direct Debit, NEW: ICO Direct Debit</i></p> <p>f) To receive a verbal update on the bank mandate for Nat West Bank and Melton Building Society.</p> <p>g) To formally resolve that all banking statements and correspondence for the council should be sent to the clerk’s home address. <i>Melton Builing Society will not change the council’s postal address without and correspondence will continue to be sent to the previous clerk.</i></p> <p>h) To approve opening a NatWest 35day notice account and agree the sum to be transferred into it after opening. <i>This account currently pays a similar interest to the MBS. As we already bank with Nat West it would be easy enough to open. A separate investment account still needs to be looked into. CCLA would probably be the most reasonable option.</i></p>	Payee Name	Reference	Transaction Detail	Budget Code	£ Total	B Boyer	SO	Staff Costs May and June	Staff Costs	338.60	B Boyer	SO	WFHA May and June	Office expenses incl. WFHA and mileage	52.00	J Forman	P001	Reimburse Timber Shed base	Other Projects - Copley Fund Reserve	36.00	AC Garden Service	P002	Flood Store Work	Other Projects - Copley Fund Reserve	60.00	V Birnage	P003	Reimburse flood store and associated costs	Other Projects - Copley Fund Reserve	299.91	AC Garden Service	P005	Hedge Work Long Lane Westborough 1	Volunteer Mowing, Comm cleaner projects	195.00	AC Garden Service	P006	Hedge Work Long Lane Westborough 2	Volunteer Mowing, Comm cleaner projects	80.00	R Piper	P007	Honda Strimmer Service	Volunteer Mowing, Comm cleaner projects	40.00					<u>1,1011.51</u>
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				<u>1,1011.51</u>																																															
25-51	<p><b>Audit 2024-25</b></p> <p>a) To Receive the internal Auditor’s report and consider any recommendations therein for action.</p>																																																		

# Westborough and Dry Doddington Parish Council

Agenda no	Agenda item title
	<p>b) To consider whether the council meets the relevant criteria to declare itself exempt from sending the completed Annual Governance and Accountability Return to the external auditor for a limited assurance review. <b><i>Resolve to decide this item after Accounting Statements.</i></b></p> <p>c) To consider the questions in the Annual Governance Statement and agree the appropriate answers.</p> <p>d) To consider and agree the Accounting Statements.</p> <p>e) Electors' Rights – to note the dates of the Exercise of Public Rights as 03 June to 13 July 2025.</p> <p>f) To receive and note the Statement of Variances and the Year End Bank Reconciliation.</p>
25-52	<p>To consider planning applications for comment.</p> <p><b><u>Demolition of existing redundant agricultural barns and the erection of 5 new build dwellings and access road.</u></b> </p> <p>Manor Farm Manor House Lane Dry Doddington Lincolnshire NG23 5JA Ref. No: S24/1504   Received: Fri 30 Aug 2024   Validated: Mon 16 Sep 2024  </p>
25-53	<p>To note planning decisions made since the last meeting.</p> <p><b><u>Application for Proposed Equestrian Centre to include Livery</u></b></p> <p>Development Proposed Equestrian Centre Clensey Lane Dry Doddington Lincolnshire NG23 5HT Ref. No: S22/1188   Received: Fri 10 Jun 2022   Validated: Fri 10 Jun 2022   Appeal Dismissed</p>
25-54	<p>To consider arranging a meeting with the Environment Agency asking</p> <ol style="list-style-type: none"> <li>To justify their action to date</li> <li>To explain why Westborough is now considered to be a high flood risk area.</li> <li>To explain the results found from new the new flood risk model.</li> <li>To explain the actions proposed based on their findings together with costs and dates for action. (Cllr Forman)</li> </ol>
25-55	<ol style="list-style-type: none"> <li>To consider adopting a Community Emergency Plan (CEP), that would cover flooding, but also other potential emergency scenarios based on the <a href="#">Lincolnshire Resilient Communities Programme</a>.</li> <li>To receive an update on the provision of a flood store at Westborough. (Cllr Forman)</li> </ol>
25-56	<p>To consider what action to take regarding routine maintenance of Westborough village: funding and reimbursement of the ongoing custom and practice. (Cllr Ford)</p>
25-60	<p>Items for notification to be included in a future agenda. For information only.</p> <ul style="list-style-type: none"> <li><i>Any of the deferred items</i></li> <li><i>Note the requirements of the Practitioner's Guide 2025</i></li> </ul>

[illegible]

**Bank reconciliation Current account to 31/03//2025**

Opening Balance	43,908.70
Total Receipts	19,522.60
Less Total Payments	<u>8,519.82</u>
Account balance	54,911.48

**Closing balance 31/03/2025****54,911.48**

NatWest Current	31/03/2025		1,455.62
NatWest Reserve	31/03/2025		26,026.88
Melton Building Society	31/03/2025		£27,428.98
Total Financial Assets			<b><u>54,911.48</u></b>

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**Fw: Dry Doddington and Westborough Audit**

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**From** Nicholas Poulson [REDACTED]  
**Date** Mon 28/04/2025 15:35  
**To** clerk.west.drydodd.pc@gmail.com <clerk.west.drydodd.pc@gmail.com>

Good afternoon Belina

Further to the audit I carried out on the Parish Council accounts I can confirm the following:  
On behalf of the Westborough and Dry Doddington Parish Councillors  
I have audited their Parish Council Accounts for the year ended 31 March 2025 by a series of reconciliations, samples and in-depth checks as appropriate.

Based on the information provided, my view is that there is a reasonable level of control on receipts and payments.

Regards

Nick Poulson

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**From:** Nicholas Poulson [REDACTED]  
**Sent:** 24 April 2024 07:50  
**To:** Wendy McCallin [REDACTED]  
**Subject:** Dry Doddington and Westborough Audit

Good morning Wendy

Further to the audit I carried out on the Parish Council accounts I can confirm the following:  
On behalf of the Westborough and Dry Doddington Parish Councillors  
I have audited their Parish Council Accounts for the year ended 31 March 2024 by a series of reconciliations, samples and in-depth checks as appropriate.

Based on the information provided, my view is that there is a reasonable level of control on receipts and payments.

Kind Regards

Nick Poulson



## Annual Internal Audit Report 2024/25

LI0414 Westborough & Dry Doddington Parish Council

<https://westborough-dry-doddington.pariah.lincolnshire.gov.uk/> [\[PAGE ADDRESS\]](#)

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> PETTY CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25042025

Name of person who carried out the internal audit

NICHOLAS EDWARD POULSON

Signature of person who carried out the internal audit

N.E. Poulson

Date

25042025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Certificate of Exemption – AGAR 2024/25 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2025, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

LI0414 Westborough & Dry Doddington Parish Council

certifies that during the financial year 2024/25, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2024/25:

£19,523 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25:

£8,520 PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2021
- In relation to the preceding financial year (2023/24), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2025.

**Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer

Date

**SIGNATURE REQUIRED**

25/04/2025

I confirm that this Certificate of Exemption was approved by this authority on this date:

08/05/2025

Signed by Chair

Date

**SIGNATURE REQUIRED**

DD/MM/YYYY

as recorded in minute reference:

25-51b) **MINUTE REFERENCE**

Generic email address of Authority

clerk.west.drydodd.pc@gmail.com **GENERIC EMAIL ADDRESS**

Telephone number

07356 031636 **NUMBER**

\*Published web address

<https://westborough-dry-doddington.parish.lincolnshire.gov.uk/> **WEBPAGE ADDRESS**

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2025. Reminder letters for late submission will incur a charge of £40 + VAT.**

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

LI0414 Westborough & Dry Doddington Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

08/05/2025

and recorded as minute reference:

25-51c) MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

### Information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
	✓	

<https://westborough-dry-doddington.parish.lincolnshire.gov.uk/>



## Section 2 – Accounting Statements 2024/25 for

LI0414 Westborough & Dry Doddington Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
<b>1.</b> Balances brought forward	42,143	43,909	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2.</b> (+) Precept or Rates and Levies	2,700	2,700	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts <b>Restated</b>	21,759	16,821	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	1,250	1,520	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5.</b> (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	21,443	6,999	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward <b>Restated</b>	43,909	51,911	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	43,909	54,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets <b>Restated</b>	19,249	19,274	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10.</b> Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
<b>11b.</b> Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

SIGNATURE REQUIRED

Date

25/04/2025

I confirm that these Accounting Statements were approved by this authority on this date:

08/05/2025

as recorded in minute reference:

25-51d) MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED