Weston Longville Parish Council.

Meeting of the Parish Council - Agenda

Monday July 10th, 2023, at 7.30pm
Hall for All, Church Street, Weston Longville

I hereby give notice of a meeting of Weston Longville Parish Council and summon members to attend.

Dawn Clarke
Clerk to the Council
July 3rd, 2023

The public and press are welcome.

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1. To receive apologies for absence.

2. To receive declarations of interest in items on the agenda and consider any requests for dispensations.

3. To approve the minutes of the meeting held on 22nd of May 2023.

4. To report on items not on the agenda from the last meeting (information only)

5. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

6. Planning
   By delegation:
   - 6.1. 2023/1479 The Grange Morton Lane Weston Longville. NR9 5JL Conversion of an outbuilding to form an annex – Objection.
   - 6.2. Any application received after the publishing of this Agenda.
   - 6.3. To discuss the continued development around the Dairy Farm Complex
   - 6.4. To receive an update to the Roarr Ride installations.

7. Finance
   - 7.1. To agree the payment list.
   - 7.2. To agree any items for payment received after the publishing of the agenda.
   - 7.3. To note any income since the last meeting on 22nd of May 2023.
   - 7.4. To note the bank reconciliation dated 1st of July 2023.
   - 7.5. To receive an update regarding the budget against spend for 22/23 year.
   - 7.6. To resolve the schedule of payments for the distribution of the grant awarded for toilet facilities to the PCC.

8. To adopt the new standing orders.

9. To discuss objectives and goals by portfolio holders for the upcoming term.

10. To discuss and agree an outreach programme to better understand the wishes of the parishioners under 50 as identified by the Parish Plan - RH

11. To receive an update to the welfare requirements of a resident - PR

12. To receive and update to the restoration of the posts and chains around the war memorial - BB

13. To discuss the current Allotment arrangements – BB

14. To receive an update and agree next steps on A47 and Norwich Western Link.

15. To receive an update on the Hornsea 3 and Equinor SEP and DEP.

16. Clerk's Report (verbal)

17. Correspondence (information only)
    - 17.1. Any items for the Rangers visit.
    - 17.2. Letter of thanks from the Tree Warden Network.
    - 17.3. Any item received after the publication of this Agenda.

18. Any other business (information only)
    - 18.1. GNLP Gypsy and Traveller Site review.
    - 18.2. WSP land ownership queries with the Norwich Western Link.
    - 18.3. To discuss any response to graffiti on local advertisement boards

19. To confirm the date and venue of the next meeting: Monday September 11th, 2023, in the Hall for All.

Weston Longville Parish Council.

Annual Parish Council Meeting & Meeting of the Parish Council - Minutes

Monday May 22, 2023 at 7.30pm Hall for All, Church Street, Weston Longville

Parish Councillors present:	Clare Morton	CM	(Chair)
	Bob Banks	BB	
	Justin Cohu	JC	
	Peter Ross	PR	
	Ruth Goodall	RG	
	Dawn Clarke	DC	(Clerk)

Members of the public (5) including District Councillor Peter Bulman and County Councillor Greg Peck.

All councillors present have signed the Acceptance of Office form before the Clerk and have read and accepted the Code of Conduct before the meeting.

1. To elect the Chairman.

   Clare Morton was proposed by Peter Ross, Ruth Goodall seconded, agreed. The Chairman signed the Acceptance of Office.

2. To elect the Vice-Chairman.

   Peter Ross was proposed by Ruth Goodall, Clare Morton seconded, agreed.

3. To receive apologies for absence.

   Apologies were sent from Paul Cowley; these were accepted.

4. To receive declarations of interest in items on the agenda and consider any requests for dispensations.

   All councillors declared an interest in Norwich Western Link Road and Hornsea 3, Equinor SEP and DEP.

5. To resolve to re-adopt the General Power of Competence for the term of this council and confirm the Council's eligibility to do so (Localism Act 2011 s1(1))

The council being entirely elected and having a qualified Clerk **agreed** to re-adopt the GPOC for the next 4 years, provided it remains eligible.

6. To consider the portfolios held.

   There has been some movement of responsibilities between the portfolios. Portfolios were assigned – BB will also take on the SAM 2.
   RH is happy to take on Parishioner Engagement. Website to be updated with remits.
   A list suggested objectives which are reflected in the 2010 Parish Plan were distributed and will be discussed in July. Ideas to be sought and the development of a community wood to also be explored, the idea of shielding the community from work to the underground electrical lines or a green space for the parish to be used over the long term. A wild meadow which may become part of a land management plan was raised. The Community Orchard in Elising was noted as a local model and it was suggested that it is visited. Recent developments highlighted by NALC, via the levelling up fund to encourage purchase of community assets. Ortsted will support land purchase. If it was not possible, then the reasons why, should members of the community like to know should be available. Purchase or long term lease would allow development over a longer time frame.
   Peter to ask Lady Ann for suggestions. It was noted that there was no playing field invoice in 2022-23 and we would now need her bank details to pay the rent. PR to ask for banking information and an invoice.

7. To consider the bank signatories.

   Signatories – Lloyds confirmed that CM, PC, PR, RG and DC are signatories. There has been some mis-information with regards to signatures.
   The Online banking process was **agreed** via the Internal Controls Policy.
   The Clerk setting the payment as signatory 1, then alerting councillors for signatory 2. Invoices for checking were available in the shared files.

8. To adopt or re-adopt the following policies:
   8.1 Code of Conduct.
   8.2 Internal Controls.

   It was **agreed** to adopt or re-adopt both policies.

9. To confirm the Asset register is up to date.

   The ownership of the USAF war memorial was questioned as the asset register states ‘War Memorials at both ends of the village’ CM to check.

   The village War Memorial is in need of repair to the chain and posts. BB to secure a local repair solution to replace all and match existing style and return to council with a quote for authorisation.

10. To approve the minutes of the meeting held on 24th of April 2023.

    The council **APPROVED** the minutes, and the chair signed them as a true and accurate record of the meeting.

11. To report on items not on the agenda from the last meeting (information only)

    PR updated council to the fire on Weston Longville Airfield.
    An email from Fiona Wilson was read and they would be on site tomorrow, and are making progress to, and expect, to extinguish the fire by Tuesday May 23rd.

    The suggestion of village wide compensation to the Hall was made.

    A resident feels that as a householder they should be compensated and expressed concerns to the long-term health effects of the smoke inhalation.
    CM asked how it could be calculated in a way that reflected the impact each location.
    RG suggest any compensation be used to support a community event.

    PR has been in touch with Gressingham Foods and has emailed the Enviromental agency (Email below)
    It was **agreed** to wait for a response, as we are still within the statutory response time before involving the MP.

    From: Peter Ross <pjross40@hotmail.com>
    Sent: Monday, May 22, 2023 10:19 PM
    To: MAYHEW, Jerome <jerome.mayhew.mp@parliament.uk>
    Subject: Re: Fire at Gressingham Foods poultry farm at Weston Longville Airfield

    Dear Mark
    Thank you for your email and the offer to meet with Jerome
    We had a parish council meeting this evening and we will await the reply from the EA to see how they respond to my questions
    I'll be in touch again once we have that reply
    Kind regards
    Peter

    From: Peter Ross
    Sent: Friday, May 26, 2023, 6:41 PM
    Subject: Re: AMC/2023/17967 RE: 230526/CLW03 Fire at Gressingham Foods poultry farm at Weston Longville Airfield

    Dear Stephanie
    Thank you for your email
    I look forward to your response within the 20 working day window
    Kind regards

Peter Ross

Dear Peter,
Thank you for your email of 17 May 2023. We are now dealing with your enquiry and will aim to reply within 20 working days.

For further information on what you can expect from us and our full service commitment to you, please click this link:
https://www.gov.uk/government/publications/environment-agency-customer-service-commitment

If I can be of any further assistance, please do not hesitate to contact me.
Kind Regards

Stephanie Fullwood
Customers & Engagement Team, East Anglia Area, Environment Agency,

Sent: 17 May 2023 10:04
Subject: Fire at Gressingham Foods poultry farm at Weston Longville Airfield

On the evening of 11 April 2023 at Gressingham Food's Weston Longville Airfield site a large clamp consisting of all the site's avian flu contaminated bedding spontaneously combusted engulfing the nearby village in extremely dense, choking, acrid smoke which reduced visibility to virtually zero.

On May 11, one month later, whilst the separated non burning pile had been removed a significant and very large part remained smouldering and releasing the same foul acrid smell over the village and surrounding properties. Gressingham Foods stated they were still awaiting advice from the EA as to how to deal with it.

At an earlier meeting with Gressingham Foods members of the Parish Council were informed that the EA authorised the muck to be stored in a single clamp on the airfield at the site closest to the village.

We would ask the EA
1. Was the prospect of spontaneous combustion considered in EA's approval of the storage of the all the muck in a single clamp.

2. Given that basic chemistry would suggest spontaneous combustion to be a possibility and given the vast area of the airfield, why was the clamp sited at the closest point to the village (a matter of a few of hundred yards away)

3. What consideration was given to the potential impact on the health and wellbeing of the surrounding residents if spontaneous combustion occurred. If this was addressed what mitigation measures were considered.

It is clearly unacceptable that this incident occurred in the first place and that it is still not resolved and so local residents continue to suffer the effects

I have copied this email to Mr Jerome Mayhew our MP and would be grateful if you could copy him in on your reply

Regards
Peter
Peter Ross
Vice Chair Weston Longville Parish Council

12. Open forum for Public Participation: an opportunity to hear from members of the public and County and District Councillors.

County Councillor Greg Peck noted the County Council are busy with highways resurfacing, an activity that is ongoing. He explained the £60m deficit to balance the books. The council was told that the responses returned with respect to the 'County Deal' were generally in favour of the deal, this consultation was government determined.
The County deal governance will now be negotiated. The mismatch of terms of office for the leadership could create a possible standoff in progressing any resolutions as the councillor terms are out of sync and of different lengths. A decision will occur in December and leadership elections would then be held in May 2024 should the County Deal proceed.
The Western Link business plan has been submitted and passed on to the treasury. Jerome Mayhew MP has met with the chancellor to approve. The next liaison meeting is on the 31st of May.

District Councillor Peter Bullman re-confirmed that South Norfolk and Broadland Council are currently moving to the Horizon Building and the old site will be closed at the end of the month. Following the elections, no one party has a sufficient majority, in his opinion, this will not affect the western link.

John Hurst reminded the council that a resolution had been passed to support the installation of public toilets at All Saints Church, available for general use. There have been other grants awarded to the church to support this work. A damp issue needs to be resolved prior to the toilet installation. The works are divided into 2 phases. Phase 1, costing around £35k, lasting 24 weeks, covers the installation of water, groundwork in preparation for phase 2, and work to resolve the damp problem. Phase 2, is the toilet installation. HMRC has agreed to make the toilet works zero rated as it has disabled access.
There is no current plan to install water into the servery.
Anglia water will need to close the road to make the connection.
The architect will be able to separate items that are repair and toilet rated.

The Clerk will double check with NALC on the ticket that has been opened previously as the water connection is required for the toilet but would be used for repairs, however without the water the toilet will not function.
It was **agreed** to authorise the first payment (for water installation) based on advice.

John Hurst was congratulated for bringing the toilet project to this point.

Councillor Justin Cohu left at 21:00

13. Planning

By delegation:

13.1. and 2023/1058, The Cart Lodge, Weston Hall Rd. Erection of front porch garage. No objection.

13.2. 2023/0911, Weston Equestrian Centre. Morton Lane. Change of use from holiday let to full time residential workers dwelling. No objection.

13.3. 2023/0817, Land at The Barns, Weston Hall Road. Conversion of a vacant barn to a residential dwelling. No objection. Concern was expressed regarding road safety and the development fulfilling the NPPF sustainability criteria.

13.4. Any application received after the publishing of this Agenda.

13.1 & 13.2 both noted.

13.3 2023/0817 Has previously had a planning application rejected 2014. Highways stated that it was happy with the access.

13.4 No further applications

14. Finance

14.1. To note the auditor's report.

14.2. To agree that the council should certify the council exempt and delegate authority to the Clerk and Chair to fulfil the AGAR responsibilities.

14.3. To agree the payment list.

14.4. To agree any items for payment received after the publishing of the agenda.

14.5. To note any income, since the last meeting on 24th of April 2023.

14.6. To note bank reconciliation dated 15th of May 2023.

14.1 Internal Auditors comments were noted, budget monitoring had occurred, however it was not minuted by the previous clerk. Intended church toilet grant was noted. The band D precept was not noted in the minutes.

14.2 The Council **agreed** to certify the council exempt and delegated authority to the Clerk and Chair to fulfil the AGAR responsibilities.

14.3, 14.4, 14.5.

For Authorisation

Sonya Blythe	Internal Audit	40.00

PKF little John	Exemption Fee	
Dawn Clarke	Expenses / WFH Allowance / Postage / Mileage	36.55

To note the payment

		241.8
Dawn Clarke	Clerk Salary - April	
Norse	Grass Cutting	692.4

Income

SNBDC	Precept - first payment	3664
Lloyds Bank	Postage refund	1.1
Lloyds Bank	Compensation	30
	Bus shelter Grant	225

14.6 The reconciliation presented was noted.

15. To receive an update and agree next steps on A47 and Norwich Western Link.

Update, A47: Work was scheduled to start in March 2023 and is subject to a judicial review in respect to legality and carbon emissions, this is related to all 3 sections. Currently waiting for a judgement, this will delay the possible earliest start to March 2024.

This will have implications on the Western link. The upcoming for mitigation measures to be presented should the western link be delayed however because the western link planning application has not been completed this deadline has been missed. Norfolk County Council are proposing that the meeting on July the 10th is the new deadline for the mitigation proposal. Conditions for inclusion in the planning application are 1- relating to traffic modelling numbers through Western Longville following the opening of the Western Link, and 2 - the changing designation for the HGV route. Discussions will be held with the County Council as soon as the date can be arranged on their response to these conditions.

16. To receive an update on the Bus Shelter and Noticeboard for Morton on the Hill.

WLPC is waiting for Margaret Carter on behalf of Morton on the Hill to return with an invoice for the glass as agreed. The grant monies have been received for the bus shelter repair. Payment can be made when it arrives as it is already agreed by council. The notice board had yet to be determined.

17. To resolve a response for a request for help from a resident.

A resident suffered a catastrophic accident and is due to be moved to Sheffield temporally for further treatment. His dog is currently being looked after by another resident after spending time previously with a family member. Considering the extent of the injuries and the welfare and care for both the

family and dog, All Saints Parish Church have agreed to contribute to the cost of a large kennel with a secure run. It was agreed in principle that the council will also contribute.
This would be paid from the Solar Fund. Peter to return with a figure. There is the concern that this will make a precedence for further claims. However should someone else have such extensive, and life changing injuries then the council would consider based on the circumstances meeting this base line.

18. To respond to grant request from the Tree Warden Network.

    It was **agreed** that Weston Longville Parish Council would donate £50.

19. To endorse the purchase of a replacement Oak Jubilee Tree.

    It was **agreed** to refund the purchase up to £35 for a similar replacement tree.

20. To discuss the current Allotment arrangements.

    Wave have yet to produce a bill for the water to date. Clerk to chase.
    It was **resolved** that the council would pay the first bill, and the bill for the forth-coming year, and then review the allotment rates in Feb 2024.
    An equal distribution was considered and it was noted that the cost of metered taps is greater than the estimated water bill. The tap is dismantled at the end of the growing season to prevent accidental loss.
    CM will help BB with the administration for the plots. It was noted that of the 6 plots, 3 are without charge levied for the plot.

21. To receive an update on the Hornsea 3 and Equinor SEP and DEP.

    There has been no change.

22. To re-confirm the meeting dates, 2nd Monday of the months of February, May, July, September and November: July 10th 2023, September 11th 2023, November 13th 2023, February 12th 2024, May 13th 2024.

Noted.

    Members of the public left.

23. Clerk's Report (verbal)

    Notice of rights – the notice of rights will go on to the notice board for the 1st of June to 14th July 2023

    Electronic Declarations of interests have all been submitted to SNBDC and the clerk thanked all councillors for their prompt return.

Standing orders are the next policy to be updated, it was agreed that Chair, He /She would be used.

24. Correspondence (information only)
    24.1. D Yallop – Flexi Bus Service.
    24.2. Honingham PC – SAM 2 schedule.
    24.3. Any item received after the publication of this Agenda.

Flexi Bus Service – noted.

BB will be put in touch with the other parishes as needed, CM to pass on contact details.

Ruth Horton let the Clerk and Chairman know in advance that she would not be able to attend. Ruth has not signed her Acceptance of Office. Until that is signed she can not participate as a councillor. It was **agreed** to extend the period of time for Ruth to sign the Acceptance of Office to the 16th of June, 2023. Clerk to liaise.

25. Any other business (information only)

DC to call in and request a Safety Cut for the corner of Paddy's Lane and to re-site the posts from the accident on Woodforde Close.
Thanks and Flowers will be arranged for CS who is now home.

Meeting closed 21:47

26. To confirm the date and venue of the next meeting: Monday July 10th, 2023 in the Hall for All.

Weston Longville Parish Council
Expense Claim Form

Name: **Dawn Clarke**

Date of Expense	Description of goods/service purchased	Reason	Receipt Y/N	Amount before VAT	VAT*	Total
01/06/2023	Working from home allowance	June	NA	26.00	0.00	26.00
01/07/2023		July	NA	26.00	0.00	26.00
22/05/2023	Mileage Meeting	May	NA	9.45	0.00	9.45
			TOTALS	£61.45	£0.00	£61.45

Signed (claimee) _____

Signed (authorised) _____

Bank details if we've not paid you before by bank transfer:
Sort code:
Account number:

Signed (authorised) _____

Date:

* The Parish Council can claim back VAT where it is clearly shown on a receipt or invoice. Please ask for a VAT receipt and try to only submit a receipt with Parish Council-related items only.
Please write your bank details on the reverse of the form if you have not been paid electronically before.

July Meeting

For Authorisation		
Dawn Clarke	Expenses / WFH Allowance / Postage / Mileage	61.45
Dawn Clarke	Microsoft Licence 22/23	59.99
Dawn Clarke	SLCC Conference	55.00
Dawn Clarke	Clerk Salary - July	[redacted]

To note the payment		
Dawn Clarke	Clerk Salary - June	[redacted]

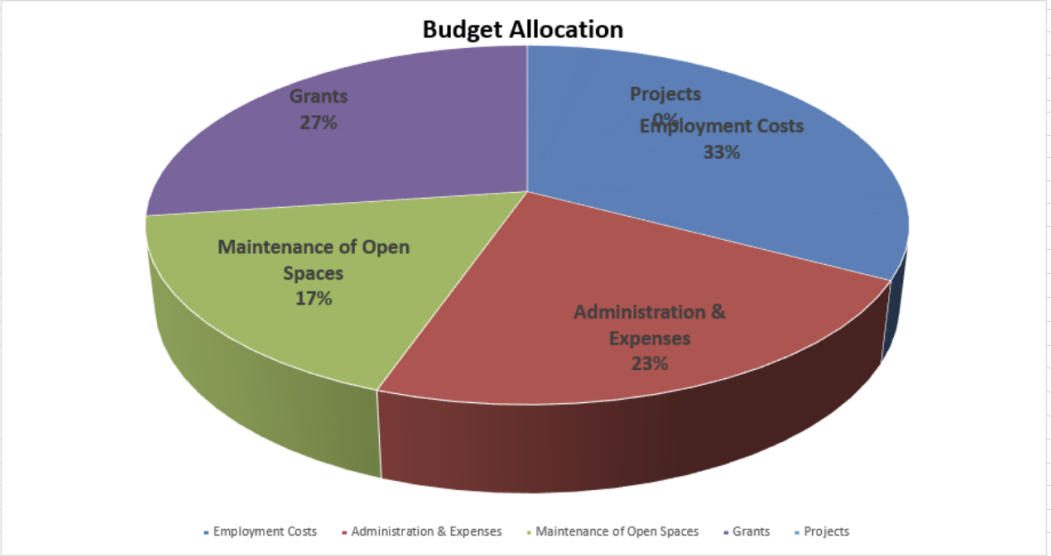
Income		
Davis Robin Warnes	Allotment Rent	15.00

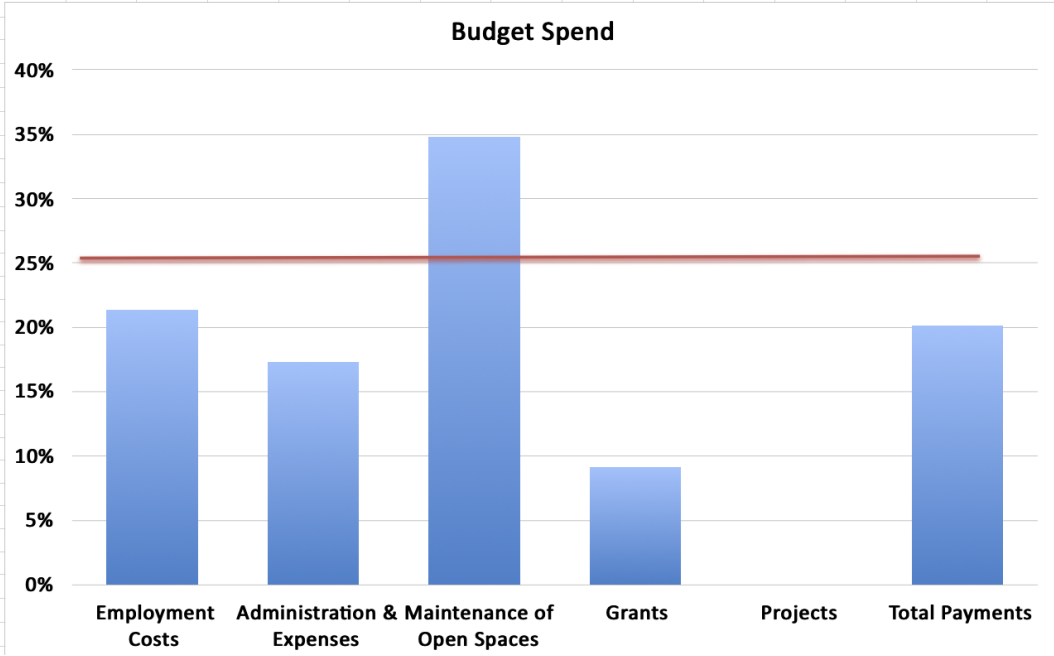
241.80

241.80

Weston Longville Parish Council budget analysis 2023-24

		A 22-23	Budget 2023-24	A 2023-24	
	RECEIPTS		**£**	**£**	**%**
PRE	**Precept**		**7,328**	**3,664**	100%
GRA/OTH				**225**	
	Compensation		0	30	
	Rent from Allotments		65		
	Bank interest		0	-	
	CIL		0	363	
	VAT refund				
	Income from reserve		0	-	
	Total Receipts		**7,393**	**4,282**	
	PAYMENTS				
EMP	**Employment Costs**		**3,615**	**774**	**21%**
	Salary		3,615	725	
	Employer's PAYE/NI/pension		0	48	
ADM	**Administration & Expenses**		**2,491**	**431**	**17%**
	NPTS/NALC/SLCC		350	137	
	Insurance		400		
	Internal Audit		50	40	
	Hire of Hall		300		
	Clerk's Office/ Payroll		450	221	
	Recoverable VAT				
	Website		300	70	
	Training/Forums etc		200		
	Election Expenses		341		
	Newsletters		100		
MAI	**Maintenance of Open Spaces**		**1,925**	**671**	**35%**
	Grass Cutting		1,200	692	
	Hedge Cutting & Trees		65	94	
	Playing Field Rent		50		
	SAM 2 Repairs		500		
	Pest Control		110		
GRA	**Grants**		**3,000**	**275**	**9%**
	Grants		3,000	275	
PRO	**Projects**		**0**	**-**	**#DIV/0!**
			0		
			0		
			-		
			-		
			-		
	Total Payments		**11,031**	**2,227**	20%
	VAT			115	
	TOTAL including VAT			2,342	
	Total funds			44,150	
	Reserves/ear marked				
	Toilet Grant not paid		10,000		
	Jubilee celebration				
	Beeston Road Pond grant				
	Total available funds			**34,150**	





Lloyds 30-96-17 0074972060							
Date	**Payee**	**Details**	**Auth**	**Receipts**	**Payments**	**Balance**	
01/04/2023	Opening Balance					14,526.98	
						14,526.98	
						14,526.98	
						14,526.98	

Lloyds 30-96-17 00441584						
Date	**Payee**	**Details**	**Authorisation**	**Receipts**	**Payments**	**Balance**
01/04/2022	Opening balance					27,655.18
21/04/2023	South Norfolk & Bı	CIL (Beck House)		362.70	0.00	28,017.88
21/04/2023	HMRC	Tax - LT (2022-23)		0.00	48.40	27,969.48
26/04/2023	Dawn Clarke	Clerk Salary - April		0.00	241.80	27,727.68
26/04/2023	Dawn Clarke	Clerk - Expenses		0.00	88.95	27,638.73
26/04/2023	Marion Barnes	Payroll services 22-23		0.00	60.00	27,578.73
26/04/2023	Barclays Bank	Postage refund		0.00	-1.10	27,579.83
26/04/2023	Barlacys Bank	Compensation		30.00	0.00	27,609.83
28/04/2023	South Norfolk & Bı	Precept		3,664.00	0.00	31,273.83
12/05/2023	Norfolk Communit	Bus Shelter Grant		225.00	0.00	31,498.83
16/05/2023	J Hurst / Rectory F	Hedge Trimming		0.00	72.00	31,426.83
16/05/2023	NALC	Membership 136.76 & Website 70		0.00	206.76	31,220.07
30/05/2023	Dawn Clarke	Clerk Salary - May		0.00	241.80	30,978.27
30/05/2023	S Blythe	Internal Audit		0.00	40.00	30,938.27
30/05/2023	Norse	Grass Cutting		0.00	692.40	30,245.87
30/05/2023	Dawn Clarke	Clerk Expenses		0.00	36.55	30,209.32
30/05/2023		Bus Shelter repairs		0.00	225.00	29,984.32
30/05/2023	Tree Warden Netw	Grant		0.00	50.00	29,934.32
30/05/2023	Paul Cowley	Patinum Jubilee Tree Replacement		0.00	21.60	29,912.72
30/05/2023	Dawn Clarke	Salary - June		0.00	241.80	29,670.92

LLOYDS BANK

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Mrs D. Clarke-Ulgen
Last logged on 08 July 23 at 03:24 PM

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Weston Longville Parish Council

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TREASURERS ACCOUNT 30-96-17 74972060
WESTON LONGVILLE PARISH COUNCIL

£ 14,526.98 Current balance

£14,526.98 Available funds ?

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More actions >

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TREASURERS ACCOUNT 30-96-17 00441584
WESTON LONGVILLE PARISH COUNCIL

£ 29,685.92 Current balance

£29,685.92 Available funds ?

View statement >
Payments and transfers >
More actions >

Weston Longville Parish Council

Standing Orders

July 2022

Adopted June 2023, next review September 2027 unless the model is updated.

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

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INTRODUCTION

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

How to use model standing orders

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

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

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

Drafting notes

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

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

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

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.

h A councillor may move an amendment to 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 chairman of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.

k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chairman of the meeting, a councillor may speak once

in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since they 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 they considers has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.

q A point of order shall be decided by the chairman 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 chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived 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 3 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

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

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

3. MEETINGS GENERALLY

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

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

● d **Meetings shall be open to the public unless their presence is prejudicial**
● **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda and at the invitation of the chairman.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 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 chairman of the meeting may direct that a written or oral response be given.

i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [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 chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council (if there is one).**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

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

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave 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 4 members of the Council are present and in no case shall the quorum of a meeting be less than Four.**

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 2.5 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.**

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**

f **The Chairman of the Council, unless they have 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-Chairman of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of 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 Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

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

c The chairman of a committee may convene an extraordinary meeting of the committee at any time.

d If the chairman 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 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 chairman of the meeting.

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

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

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 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 chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chairman of this meeting does not believe that the minutes of the meeting of the Weston Longville Parish Council held on [date] in respect of Weston Longville Parish Council were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **It shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [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 [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

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

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

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** 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 ~~7~~ before the meeting confirming their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in 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 request.

xv. refer a planning application received by the Council to the Portfolio Holder and members , as soon as is practically possible after receipt. If the nature of a planning application requires consideration before the next ordinary meeting of the Council then the Portfolio Holder will gather opinions and formulate a response which shall be submitted by the Proper Officer. If more than 4 members of the Council wish to debate the application in person then clerk will ask the district council for an extension of time to submit a response. If an extension is not possible an additional meeting shall be called by the clerk to discuss this item. before the next ordinary meeting of the Council.

xvi. manage access to information about the Council via the publication scheme

16. RESPONSIBLE FINANCIAL OFFICER

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

17. 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 at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval or delegation to the RFO and Chairman.

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 5 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

   i. the keeping of accounting records and systems of internal controls;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

   v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

(iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

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 chairman or if they are not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to Council at its next meeting.

c The chairman of Council and the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk / RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by council in closed session. If Chairman or Vice-Chairman is not available (or implicated) then the PC nominates a second person from amongst its number to act. For appointments, then the recommendation of the panel are circulated amongst Councillors for ratification between meetings and confirmed at the next scheduled meeting.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Council.

~~e~~ Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the chairman or vice-chairman of this shall be communicated to another member of the council and progressed.

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)

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

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

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council by the chairman.

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 chairman of a meeting as to the application of standing orders at the meeting shall be final.