

List of standing orders

1.	Rules of debate at meetings	2
2.	Disorderly conduct at meetings	4
3.	Meetings generally	4
4.	Committees and sub-committees	7
5.	Ordinary council meetings	7
6.	Extraordinary meetings of the council and committees and sub-committees	9
7.	Previous resolutions	9
8.	Voting on appointments	10
9.	Motions for a meeting that require written notice to be given to the Proper Officer	10
10.	Motions at a meeting that do not require written notice	11
11.	Handling confidential or sensitive information	11
12.	Draft minutes	12
13.	Code of conduct and dispensations	12
14.	Code of conduct complaints	13
15.	Proper Officer	14
16.	Responsible Financial Officer	15
17.	Accounts and accounting statements	16
18.	Financial controls and procurement	16
19.	Handling staff matters	17
20.	Requests for information	18
21.	Relations with the press/media	18
22.	Execution and sealing of legal deeds	18
23.	Communicating with District and County or Unitary councillors	19
24.	Restrictions on councillor activities	19
25.	Standing orders generally	19

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- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.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 becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, 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 of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved understanding order 1(r) above, 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 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) above 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.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting. A further 10 minutes will be allowed for reports and questions for the Borough and County Councillors
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, 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 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 his comments/questions 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 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.**



- m Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).**



- n The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, 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.**



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



- p The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting**

vote whether or not he gave an original vote.

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

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

r 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 present and absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v. if there was a public participation session; and
- vi. the resolutions made.



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



t **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) below for the quorum of a committee or sub-committee meeting.



u **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.

v A meeting shall not exceed a period of 3 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 full 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) above, appoint and determine the terms of office of members of such a committee;**
 - v. shall permit a committee and a standing committee, to appoint its own chairman at the first meeting of the committee;**
 - vi. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;**
 - vii. shall determine if the public may participate at a meeting of a committee;**
 - viii. 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;**
 - ix. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and**
 - x. may dissolve a 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 new councillors elected take office.**
- b In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- 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 directs.**

- e The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the 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 must give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must 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 any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - 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 assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured 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 procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and 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 or refuses to 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 must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointment

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 exerciseable 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 which it is tabled for 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 10 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood 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 Subject to standing order 9(e) above, 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 in a book for that purpose and numbered in the order that they are received.
- h Motions rejected shall be recorded in a book for that purpose with an explanation by

the Proper Officer for their 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 sensitive 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 requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy,

they shall be taken as read.

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

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e Upon 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(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer. .**
- 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) above, dispensations requests shall be considered at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - 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 or**
 - 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 [(Wales) [County Borough] OR [County 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 above, report this to the council.
- b Where the notification in standing order 14(a) above 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 [(England) and the council has agreed what action, if any, to take in accordance with standing order 14(d) below].
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - 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 and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.]**
OR
at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer].
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (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) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's 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 Chairman or in his absence Vice-Chairman (if any) of the Planning and Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning and Environment Committee.
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

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 (England)] OR [Governance and Accountability for Local Councils in Wales – 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 for each quarter;
 - ii. the council's aggregate receipts and payments 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 for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual 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 applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to 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. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- 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

- 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 £138,893 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the Chairman of the Council if they are not available for work. All other staff to notify their line manager.
- c The chairman of the Personnel Committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Town Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by Personnel Committee.
- d Subject to the council's policy regarding the handling of grievance matters, all grievances in the first instance should be referred to the line manager. If the grievance is against the line manager then the matter should be raised with the Town Clerk. If the grievance is against the Town Clerk then the matter should be referred to the Chairman of the Council.
- e Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- f The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- g Only persons with line management responsibilities shall have access to staff records

referred to in standing orders 19(f) and (g) above if so justified.

- h Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to (post holder) and/or the Chairman of the Personnel Committee.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Policy, Protocol & Procedures Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. 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.

22. Execution and sealing of legal deeds

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

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

Subject to standing order 22(a) above, 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.

23. Communicating with Borough 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 Borough and County Council.
- b Unless the council determines otherwise, a copy of each letter sent to the Borough and

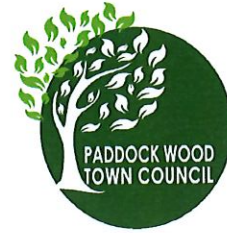
County Council shall be sent to the ward councillor(s) representing the area of the council.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, 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.

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory 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 requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



PADDOCK WOOD TOWN COUNCIL

Terms of reference for Council meetings

The Council meeting is the main policy making body of the Council and considers the broad social and economic needs of the Parish.

Terms of Reference

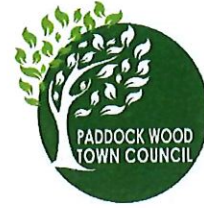
1. To consider and agree the broad policies of the Council.
2. To identify the need for new services and facilities and be responsible for the management and maintenance of all parks and open spaces under the control and ownership of Paddock Wood Town Council.
3. To consider and monitor development plans, strategic planning issues and transportation.
4. To be responsible for controlling and allocating the financial and manpower resources of the Council.
5. To consider the distribution of functions between Committees and sub committees and any major policy changes in the Council's management or administrative procedures.
6. To consider the financial estimates of the Council and agree the precept to be levied.
7. To be responsible for the Council's revenue and Capital Budget and the works scheduled therein.
8. To be responsible for the collection of all revenue, the raising and renewal of loans and insurance.
9. To be responsible for the banking financial and accounting methods adopted by the Council.
10. To authorise Members' attendance at conferences, courses and meetings, other than NALC/KALC or Borough Training which can be authorised by the Clerk.
11. To assume responsibility for membership of outside bodies.
12. To respond to consultative documents from government and other bodies other than those specifically allocated to other committees or sub-committees.
13. To enter into legal proceedings on the council's behalf.

14. To deal with matters not normally dealt with or specifically referred to other committees or sub-committees.
15. To consider development of appropriate services to the Town Council from other authorities.

Executive Action

1. To consider and agree the annual budget and all items relating to income and expenditure as set out in the Council's Annual Budget.
2. Appointments and nominations to outside bodies which are required or fall vacant between annual meetings of the Council.
3. Responding to consultation documents, from Government and other bodies, unless delegated to the relevant Committee.

These terms of reference were agreed by the Town Council at its meeting on 8th May 2001, and were last reviewed on 26th April 2023.



TERMS OF REFERENCE ESTATES COMMITTEE

ROLE

The role of the Estates Committee is the effective management of the council owned property* and on the instruction of the council the acquisition and development of additional facilities.

(*Property is defined as structure, land and equipment that is owned by the town council or which it has legal responsibility for)

RESPONSIBILITIES

Council Controlled Assets, Cemetery Closed Church Yard

1. The assessment, provision, maintenance, improvement, and management of Town Council owned parks, playgrounds, open spaces, allotments, outdoor sports facilities, and gardens.
2. To manage the grounds maintenance for areas that the council has responsibility for.
3. To provide and manage the New Cemetery and manage the Closed Church Yard.
4. To manage all aspects of maintenance, marketing, security, and day to day running of all the Council owned community assets including the Terms and Conditions of use/hire.
5. To provide notice boards and interpretation boards.
6. To promote optimum energy and water efficiency, waste minimisation and recycling in the council's estate.

Allotments

7. To discharge all statutory function in relation thereto under the Allotments acts.

Amenity Areas

8. To determine and undertake the maintenance of amenity areas controlled by the council.

Sporting Organisations

9. To liaise with sporting organisations about the provision of sporting and recreation facilities in the town.

Risk Assessment

10. To undertake annual risk analysis for all property e.g., playgrounds.

Policies and Procedures

11. To make recommendations on procedures and policies to the PPP Committee for any council owned assets.

BUDGET

1. To draft the budget and determine Estate's priorities. To submit budget requirements and recommendations to the Finance committee.
2. To manage the budget and vire, where necessary, between budgets held and managed by the committee.
3. To manage, according to Financial Regulations, the contracts, and tenders for any projects within the budget of the committee.

MEMBERSHIP

1. The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council. The Chairman and Vice chairman of the Committee are authorised key holders for all council property along with the Estates Manager.
2. The committee will meet on the 2nd Monday of every month, except for January. This may be varied depending on the amount of business at any one time. The committee will not meet in May during election year.

The Committee quorum is 50% of its members.

OTHER

The Town Council has the right to identify issues that will be dealt at the full meeting of the Town Council.

The Town Council may allocate to the committees matters outside of the above remit with the agreement of the Chairman and Vice chairman of the Committee.



PADDOCK WOOD TOWN COUNCIL

Terms of Reference for the Finance Committee

The role of the Finance Committee is to oversee/manage the following aspects of the financial administration of the Town Council including arrangements for the preparation of the audit of the Council's systems and accounts.

Responsibilities

1. To oversee the investment strategies of the Town Council.
2. Receive and consider annual draft budget.
3. Recommend an annual budget and precept for the Council.
4. Monitor reserves to ensure that surpluses are not built up other than for working capital or for earmarked projects and known liabilities, ensuring that sufficient reserves are retained for future maintenance, replacement or upgrading of items for which the Council is responsible.
5. Monitor income and expenditure against budget and take/recommend appropriate action to the Council or committees.
6. Consider requests to vire, where necessary, within reserve budget headings up to a limit of £5,000. All other sums to be referred to the Full Council.
7. Undertake financial risk analysis annually and review the council's insurance arrangements to ensure the Council is adequately insured.
8. Receive and review Audit Reports and ensure the implementation of any recommendations.

Committee membership

Committee membership is approved at the Annual Meeting of the Town Council which is held on the third Monday of May, unless otherwise notified.

Chairman

The chairman and vice chairman of the Council, are also chairman and vice chairman of the Finance Committee.

Frequency of meetings and quorum

Four times a year

The quorum of the committee is 50%

Committee Budget

It is not anticipated that the committee will require any additional funding.

Other

The Finance Committee has the right to identify issues that will be dealt with at the full meeting of the Town Council.



PADDOCK WOOD TOWN COUNCIL

Terms of reference for GOVERNANCE COMMITTEE

DELGATED POWERS FOR GOVERNANCE COMMITTEE (FORMERLY PPP)

It is proposed that the following list of documents plus amendments should be approved by the Full Council. Minor amendments such as references to legislative changes may be approved by the Governance Committee

Standing Orders*

Financial Regulations*

Press and Media Policy*

Data Protection Act*

Freedom of Information Act*

Complaints Procedure*

Records management Policy

Grants Policy

Protocol on member/officer relationship

Protocol on public attendance at meetings

Protocol For Borough & County questions

Protocol on the recording & filming of Council Meetings

Terms of Reference*

* required to be approved by full council by Standing Orders

The following documents may be updated by the Governance Committee which should advise the Full Council of any minor changes. Substantial changes to the documents should be approved by Full Council.

Flag Policy

Community engagement Policy

Email Policy

Lone Worker Policy

Personal Use of Computers

Social Media

Training and Development

Website policy

Committee membership

Committee membership is approved at the Annual Meeting of the Town Council which is held on the third Monday of May.

The committee may, if it wish co-opt non-councillors to sit on the committee.

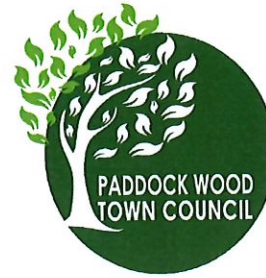
Chairman

The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council. The Committee Chairman will consider all Freedom Of Information Appeals.

Frequency of meetings and quorum

Four times a year.

The quorum of the committee is 50%.



PADDOCK WOOD TOWN COUNCIL

Terms of Reference for the Personnel Committee

The Personnel Committee considers all aspects of personnel including appointments, grading and conditions of service.

Terms of Reference

1. To consider the Council's staffing structure
2. To consider the deployment, welfare, superannuation, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees. Staff salaries to be approved by the Full Council.
3. To consider the provision of office accommodation.
4. To Approve all employment documents*

Committee membership

Committee membership is approved at the Annual Meeting of the Town Council which is held on the third Monday of May.

The committee may, if it wishes co-opt non-councillors to sit on the committee.

Chairman

The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council.

Frequency of meetings and quorum

Minimum of twice a year, in June & December. At other times as required.

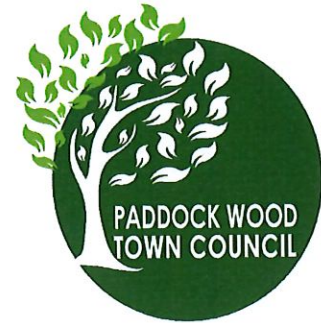
The quorum of the committee is 50%

* The Town Council has retained the services of Croner to advise on all HR matters. Croner will provide all employment documents which should not be amended without their approval.

Executive Action

1. To determine those discretionary provisions contained in the Scheme of Service of the National Joint Council for Local Government Services.
2. To determine and approve the establishment and grading of employees for the administration of the Council and such establishments or Council facilities not delegated to the Town Clerk.
3. To approve job descriptions for senior staff.
4. To deal with recruitment of Council staff as necessary if the establishment is exceeded.
5. To determine the training and qualification policy of the Council.
6. To hear and determine matters of discipline and efficiency.
7. To negotiate and consult with representatives of the employees.
8. To ensure that an annual appraisal for all staff takes place.

These terms of reference were agreed by the Town Council at its meeting on 8th May 2001, and were last reviewed on April 2023



PADDOCK WOOD TOWN COUNCIL

Terms of Reference for the Planning & Environment Committee

The Planning and Environment Committee considers the environmental and planning aspects of development in the Parish and immediate surrounding area.

Terms of Reference

1. To consider all planning aspects of development within the Town.
2. To decide the council's responses to consultations on planning applications from Tunbridge Wells Borough Council.
3. To make recommendation to the council on statutory and non-statutory planning policy documents.
4. To select from its membership an appropriate person or persons to represent the Council at site meetings and public enquiries to represent the Council's previously agreed views.
5. Consider any issues/projects which may have an impact on the environment of Paddock Wood eg Speedwatch, policing & Highways Improvement Plan.
6. Facilitate the arrangements for the Remembrance Sunday Parade in liaison with the Royal British Legion and St Andrews Church.

Committee membership

Committee membership is approved at the Annual Meeting of the Town Council which is held on the third Monday of May.

The committee may, if it wishes co-opt non-councillors to sit on the committee.

Chairman

The Committee Chairman & Vice Chairman are elected at the first committee meeting after the Annual Meeting of the Town Council.

Frequency of meetings and quorum

The committee will generally meet on the first and third Monday of every month. This may be varied depending on the amount of business at any one time.

The quorum of the committee is 50%.

Other

1. To recommend items relating to income and expenditure as set out in the Council's annual budget.
2. To respond as a consultee to any planning application or consultation documents.



PADDOCK WOOD TOWN COUNCIL

Terms of Reference for the Four-Year Plan Working Group

The Four-Year Plan Review Group is responsible for considering all aspects of the Town Council's four year plan.

Group membership

Chairman of the Paddock Wood Town Council
Chairman of the Estates Committee
Chairman of the Planning & Environment Committee
Chairman of the Personnel Committee
Chairman of the Governance committee

In the event of any of the above Chairmen being unable to attend, the Vice Chairman of the Committee in question will attend in their place.

OR

In the event a member is chairman of two committees then the vice chairman will attend as well.

Group Chairman

Meetings will be chaired by the Chairman of the Town Council

Frequency of meetings and quorum

The Group will meet four times a year

The quorum of the Group is 50%

Terms of Reference

The purpose of the Group is to

1. Review the progress of the Council against the current and four-year plan and in this context to discuss the business to be transacted in each of the Council committees for the next quarter.

2. Update the four-year plan to reflect decisions/future plans of the Council ensuring that a new four-year plan is in place prior to the next annual town meeting.

A recognised Project Management reporting structure should be adopted.

Executive Action

To report back to full Council on the progress achieved in the previous quarter against the current and four-year plan. A copy of the plan will be published online.

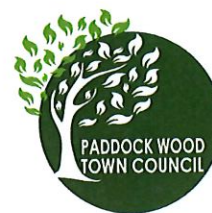
Budget

It is not anticipated that the working group will require any funding.

Other

The Working Group has the right to identify issues that will be dealt with either at Committee or Full Council meetings.

This is a Working Group and not a committee of the council.



Climate Change Working Group
Terms of Reference

1. The working group shall be called Paddock Wood Town Council Climate Change Working Group
2. **Background:** Paddock Wood Town Council will embed climate change risks and adaptation measures into its plans and policies and the way it carries out its business, to support the Climate Change Emergency.
3. **Objective:** To review and investigate the idea of Paddock Wood Town Council supporting and declaring a Climate Change Emergency
In addition, the specific objectives are as follows:
 - i. To establish ideas of what Paddock Wood Town Council can achieve to ensure local commitments and actions are implemented, to reduce carbon emission and build resilience to the changing climate.
 - ii. Assess the risks of a changing climate and embed adaptation into the Town Council's core activities and policies.
 - iii. Consider the creation of a Climate Change Policy / Strategy document for Council to adopt.
 - iv. Ensure the Town Council meets the climate change target requirements.
 - v. Collect information and report on the group's progress to full council.
 - vi. To consider town-wide activity to promote awareness of the Climate Change Emergency and encourage actions to reduce carbon emissions.
 - vii. Interaction and sharing of ideas and information with other Local Councils, local groups and organisations and appropriate bodies.
4. **Membership**
 - i. The group shall consist of at least three Councillors appointed at the Annual Town Council Meeting.
 - ii. Members of the public can be invited to join the Working Group but will have no voting rights.
 - iii. The Working Group will elect a Chair from Council Members at its first meeting of each Civic Year.
 - iv. The quorum for a meeting will be a minimum of two Council Members.
5. **Meetings:** The working Group will meet as necessary and will report back to full Council at every available opportunity.
6. **Voting Rules and Regulations**
 - i. The Councillors' Code of Conduct will apply to all Town Councillors of the Group
 - ii. The conduct of meetings (declarations of interests, debates, voting etc) will be governed by the Council's standing orders.
 - iii. Recommendations will be determined by majority vote.



Climate Change Working Group
Terms of Reference

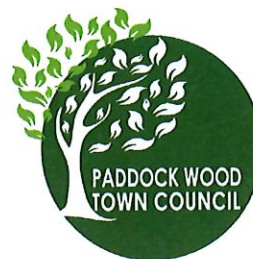
- iv. The Working Group Chairman will have a deciding vote.

7. Rights and Powers

- i. The Working Group will have limited delegated powers to:
- ii. Make recommendations to the Council for consideration and approval.
- iii. Convene Special Meetings in accordance with the Council's Standing Orders.
- iv. The Clerk has delegated authority to approve minor expenditure up to £500.00 within the agreed budget, if required.

8. Responsibilities

When recommending a new activity or event or service provision for Paddock Wood, the Working Group will provide an assessment of potential risk or benefits and estimated costs of the new activity or event or service provision.



PADDOCK WOOD TOWN COUNCIL

FINANCIAL REGULATIONS 2019

1. General	2
2. Accounting and audit (internal and external)	5
3. Annual estimates (budget) and forward planning	6
4. Budgetary control and authority to spend	7
5. Banking arrangements and authorisation of payments	8
6. Instructions for the making of payments	10
7. Payment of salaries	13
8. Loans and investments	14
9. Income	15
10. Orders for work, goods and services	16
11. Contracts	16
12. [Payments under contracts for building or other construction works]	18
13. [Stores and equipment]	19
14. Assets, properties and estates	19
15. Insurance	20
16. [Charities]	21
17. Risk management	21
18. Suspension and revision of Financial Regulations	21

These Financial Regulations were approved by the council at its meeting held on 20th May 2019.

Reviewed April 2023

1. General

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

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

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

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

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

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

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

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

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO acts under the policy direction of the council;

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

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

- produces financial management information as required by the council.

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

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

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

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

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

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

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

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and

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

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

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

2. Accounting and audit (internal and external)

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

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

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

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

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

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

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

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

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

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

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

3. Annual estimates (budget) and forward planning

[3.1. Each Committee it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.]

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

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

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

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

4. Budgetary control and authority to spend

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

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000 or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

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

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

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

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

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

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

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

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

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

5. Banking arrangements and authorisation of payments

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

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council [or finance committee]. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or

as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

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

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

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

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or
- c) fund transfers within the councils banking arrangements up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council

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

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

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

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

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

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

6. Instructions for the making of payments

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

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

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

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

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

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

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

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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

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

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

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

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

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

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

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

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

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

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

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

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

a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

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

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

7. Payment of salaries

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

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

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

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

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

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

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

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

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

8. Loans and investments

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

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

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

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

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

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

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

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

9. Income

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

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

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

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

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

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

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

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

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

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

10. Orders for work, goods and services

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

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available

terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

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

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

11. Contracts

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

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

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

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £60,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

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

³ Thresholds currently applicable are:

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[],⁴[insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

[12. Payments under contracts for building or other construction works]

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

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

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

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

13. Stores and equipment

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

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

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

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

14. Assets, properties and estates

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

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

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

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

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

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

15. Insurance

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

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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

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

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

16. Charities

[16.1. 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.]

17. Risk management

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

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

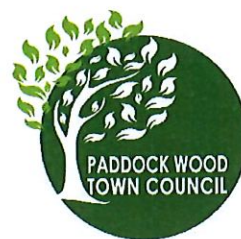
18. Suspension and revision of Financial Regulations

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

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension

are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

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



PADDOCK WOOD TOWN COUNCIL

*ADOPTED BY COUNCIL
21st February 2022
Reviewed April 2023*

Complaints Procedure

Complaints Procedure

1. The Importance of Complaints

- 1.1 Complaints are valuable because they provide a chance to put things right if there has been an error and reduce the risk of the same mistake being made again.
- 1.2 It is essential that complaints are dealt with positively. The Town Council welcomes people's comments and is committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

2. Definition of A Complaint

- 2.1 A complaint is *any expression of dissatisfaction, however made, about the standard of service, actions, or lack of action by the Town Council or its staff which affects an individual customer or group of residents.*

2.2 What the complaints procedure will deal with: -

The complaints procedure will deal with matters of administration, which is if the Town Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice, or conduct.

2.3 What the complaints procedure will not deal with: -

- complaints for which there is a legal remedy or where legal proceedings already exist.
- complaints about employment matters - the Town Council operates alternative procedures to deal with grievances or disciplinary matters against staff.
- Complaints about Councillor's behaviour. These must be dealt with by the Monitoring Officer at Tunbridge Wells Borough Council – details below.

3. Equal Opportunities

- 3.1 The Town Council is committed to equal opportunities. Complaint's feedback will be used to highlight discriminatory practices, and to promote equality of opportunity. Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

4. Complaints Officer

4.1 The Complaints Officer for the Town Council is the Town Clerk. Their main duties are:

- (i) The day-to-day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- (ii) To oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- (iii) To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- (iv) To identify improvement points arising from any complaints.
- (v) To identify staff training issues.

5. Stages of The Procedure

5.1 The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within. However, there may be occasions when a complainant makes an approach in a different manner, and it is important that the procedure does not in itself become a barrier to effective communication.

5.2 Everyday problems, queries, and comments

The Council receives queries, problems, and comments as part of its day to day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.

If someone is dissatisfied with the original service or response they received and wishes to take the matter further, then the issue should be recognised as a complaint.

5.3 Informal Complaint

During the course of daily business, minor complaints are made to officers about the services we provide. These will usually be dealt with by the relevant officer as appropriate. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action, or explaining a decision.

5.4 Formal Complaint (First Stage)

A resident may wish to make a formal complaint directly or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the Town Clerk to investigate. Complaints should be made using the form provided.

The complainant should provide the Council with copies of any documentation or

evidence in support of their complaint.

If the complainant remains unsatisfied with the response, they should be informed of their right to take the matter further.

Timescales

- i) Your complaint will be acknowledged within 2 days
- ii) The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

Investigating Officer: Town Clerk

55 Review of Investigation and Complaint (Second Stage)

If the complainant is not satisfied with the Town Clerk's response, they should be advised of their right to have the complaint referred to the Councillors' Panel who will review the complaint.

Timescales

The panel, if thought necessary, will convene within 15 working days. (in exceptional cases this will be extended, in which case you will be informed)
The review will be completed within 15 working days. (in exceptional cases this will be extended, in which case you will be informed)

56 Councillors' Panel

If the issue remains unresolved, the complainant should be notified of his or her right to have the matter referred to a panel consisting of the Chairman of the Council and two other Councillors appointed by the Council who have not had previous involvement with the complaint or are referred to in the complaint. There will also be a note-taker, nominated by the panel, who will also not have had previous involvement in the complaint. A chairman of the panel will be elected.

The complaint will be heard as follows

- 1) The complainant will be invited to attend the panel meeting. They be accompanied by one other person if they so wish.
- 2) At the meeting, the Chairman will introduce each party and outline the procedures.
- 3) The complainant (or their chosen representative) will be allowed to outline their complaint to the panel and answer any questions from the panel.
- 4) The Chairman will explain the Council's position and answer any resulting questions from the complainant
- 5) The complainant will be asked to leave the room whilst the panel makes its decision.

- 6) The complainant may return to hear the outcome of panel's deliberations. Initial feedback will be given on whether the complaint has been upheld/partially upheld/dismissed.
- 7) A written response with any actions the council intends to take will be sent to the complainant within 15 days, working days.
- 8) The outcome of all formal complaints dealt with by the panel will be advised to the Council.

5.7 Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Council with a summary of the issues and of the attempts made to resolve the complaint. They may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

5.8 Anonymous Complaints

Anonymous complaints should be referred to the Town Clerk, and may be acted on at their discretion, according to the type and seriousness of the allegation.

6 Resolution and Remedies

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy. An explanation or an apology will always be needed.

7 Contact

Town Clerk Paddock Wood Town Council The Podmore Building St Andrews Field St Andrews Road Paddock Wood TN12 6HT clerk@paddockwoodtc.co.uk	The Monitoring Officer Tunbridge Wells BC Town Hall Royal Tunbridge Wells TN1 1RS monitoring.officer@tunbridgewells.gov.uk
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FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS

(Core classes, plus optional classes of information)

adopted December 2008. Amended June 2012.

The Freedom of Information Scheme is intended to encourage local councils to publish more information, proactively and to develop a greater culture of openness and transparency. All local authorities are required to have a publication scheme and to list the information it produces. Other information is available from the Town Council office or the clerk may know its location/publisher and help will be given wherever possible locate information.

Paddock Wood Town Council endeavours to be open and accountable is happy to make the documents detailed in the following list available. Photocopies of documents released under this scheme will be forwarded within 20 working days.

If a request for information is refused then an explanation will be given. Appeals against any refusal should be made to the chairman of the Governance Committee.

The Clerk to the Council is responsible for operating the scheme on a day to day basis.

Paddock Wood Town Council has adopted the model publication scheme published by the National Association of Local Councils.

The classes are as follows:-

CORE CLASSES OF INFORMATION

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

Terms of Reference for Committees

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office

Members Register of Interests

Register of Members Interests Book

3) PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the council area

Information relating to the latest boundary review of the council area

4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment

Job descriptions

Equal Opportunities Policy

Health & Safety Policy

Staffing Structure

Exclusions – 'personal records'

5) PLANNING DOCUMENTS

Responses to planning applications

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

6) AUDIT AND ACCOUNTS

Annual return form – limited to the last financial year

Annual Statutory report by auditor (internal and external) – limited to the last financial year

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Standing Orders and Regulations

Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments

Loan sanction approvals

Fees and charges applied by the council

Safety inspection records for example for playgrounds

Register/file of members allowances

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

7) DEVELOPMENT AND IMPLEMENTATION OF POLICY

- Policy Statements issued by council
- Responses made by council to consultation papers
- Analysis of responses received to public consultations by the council
- Complaints handling procedure

8) BYELAWS

- Made for any of the following purposes: -
- The regulation of a pleasure ground or public space
- The regulation of an open space or burial ground
- To control dogs and dog fouling

9) COUNCIL CIRCULARS/NEWSLETTERS

- Town, parish, community guide

10) ARTS, ENTERTAINMENT & TOURIST INFORMA

- Information about Council organised Community Events

11) ALLOTMENTS

- Plans
- Standard tenancy Agreements
- Exclusions – individual tenancy agreements and rent payment records under both privacy and data protection laws

12) BURIAL GROUNDS

- Plans
- General policies
- Exclusions – all documentation relating to individual applications and registrations under both privacy and data protection laws

Paddock Wood Town Council

Data Retention and Disposal Policy

Adopted Date:
Review Date:

Minute Reference:

1 Introduction

1.1 The guidelines set out in this document supports the Council's Data Protection Policy and assists us in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

1.2 It is important that the Council has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However it is important to note that this is a live document and will be updated on a regular basis.

1.3 The Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2 Aims and Objectives

2.1 It is recognised that up to date, reliable and accurate information is a vital to support the work that the Council do and the services that it provides to its residents. This document will help us to:-

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3 Scope

3.1 For the purpose of this Strategy, 'documents' includes electronic, microfilm, microfiche and paper records.

3.2 Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4 Standards

4.1 The Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- Personal information will be retained in locked filing cabinets within the Town Council Office access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Clerk's Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.
- Wherever possible only one copy of any personal information will be retained and that will be held within the Town Council Office.

5 Breach of Policy and Standards

5.1 Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy and Standards may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

6 Roles and Responsibilities

6.1 The Clerk has overall responsibility for the policy.

6.2 The Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

6.2 Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

6.3 The Clerk responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

7 Confidential Waste

7.1 Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

7.2 However, any information that is protected by the Data Protection Act or as Confidential under the Councils Constitution should be treated as confidential waste for disposal purposes.

7.3 Examples of what constitutes confidential waste:

- Exempt information contained within committee reports.
- Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example completed application forms and letters.
- Materials given to us on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

7.4 Examples of what does not constitute confidential waste:

- Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- All reports and background papers of matters taken to Committee in public session unless specifically exempt

8 Disposal of Documentation

8.1 Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be securely shredded.

9 Retention

9.1 Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

9.2 Throughout retention the conditions regarding safe storage and controlled access will remain in place.

9.3 Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

9.4 Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Reception office.

9.5 Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

9.6 The attached 'Appendix' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix'

10 Storage and Access

10.1 Disclosure information is kept separately from personnel files and in securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and Deputy Clerk.

11 Handling

11.1 The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to who Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

11.2 Personal information will only be available to those who are authorised officers.

11.3 Customers details and information will be kept up to date and reviewed annually by an authorised officer.

12 Usage

12.1 Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

12.2 Where Disclosure information is shared with anyone other than the Clerk, the Deputy Clerk and the direct Manager the employee must be given a reason why this information is being shared.

APPENDIX A

Recommended Document Retention Timescales

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or the Senior Assistant for clarification.

Document Retention Period

Finance

Document	Retention Period
Financial Published Final Accounts	Indefinitely
Signed Audited Accounts	Indefinitely
Final Account working papers	5 years
Records of all accounting transactions held by the Financial Management System	At least 5 years
Cash Books (records of monies paid out and received)	6 years
Purchase Orders	6 years
Cheque Payment Listings (Invoices received)	6 years
Payment Vouchers Capital and Revenue (copy invoices)	6 years
BACS listings	6 years
Goods received notes, advice notes and delivery notes	3 years
Copy receipts	6 years
Petty cash vouchers and reimbursement claims	6 years
Debtors and rechargeable works records	6 years
Expenses and travel allowance claims	6 years
Asset Register for statutory accounting purposes	10 years
Journal Sheets	5 years
Ledger / Trial Balance	10 years
Year end ledger tabulations – ledger details and cost updates	5 years
Published Budget Books	Indefinitely Medium Term
Financial Plan	Indefinitely
Budget Estimates – Detailed Working Papers and summaries	3 years
Bank Statement (Disk Space) and Instructions to banks	6 years
Bank Statements (Hardcopy)	6 years
Banking Records including Giro cheques, bills of exchange and other negotiable instruments	6 years
Prime evidence that money has been banked	6 years
Refer to Drawer (RD) cheques	2 years
Cancelled Expenditure cheques	2 years
Bank Reconciliation	3 years

Cheques presented / drawn on the Council bank accounts	3 years
Prime records that money has been correctly recorded in the Councils financial systems	3 years
Grant/Funding Applications & Claims	5 years
Precept Forms	Indefinitely
Internal Audit Plans/ Reports	3 years
Fees and Charges Schedules	5 years
Time sheets and overtime claims	6 years
Payroll and tax information relating to employees	6 years
Payroll costing analysis	2 years
Records of payment made to employees for salaries / wages (including intermediate payslips)	6 years
Statutory end of year returns to Inland Revenue and Pensions Section	Indefinitely
Loans and Investment Records; temporary loan receipts and loan tabulations	6 years (after redemption of loan)
VAT, Income Tax and National Insurance Records	6 years
Current and expired insurance contracts and policies indefinitely Insurance records and claims	6 years
Capital and contracts register	Indefinitely
Final accounts of contracts executed under hand	6 years from completion of contract
Final accounts of contracts executed under seal	12 years from completion of contract
All Other reconciliations	3 years

Personnel

Unsuccessful application forms	6 months
Unsuccessful reference requests	1 year
Successful applications forms and CVs	For duration of employment + 5 years
References received	For duration of employment + 5 years
Statutory sick records, pay, calculations, certificates etc.	For duration of employment + 5 years
Annual leave records	For duration of employment + 5 years
Unpaid leave/special leave	For duration of employment + 5 years
Annual appraisal/assessment records	Current year and previous 2 years
Time Control Records	2 years
Criminal Records Bureau Checks	6 months
Personnel files and training records	5 years after employment ceases
Disciplinary or grievance investigations - proved -Verbal -Written -Final warning - Anything involving children	6 months 1 year 18 months permanently
Disciplinary or grievance investigations - unproven	Destroy immediately after investigation or appeal

Statutory Maternity/Paternity records, calculations, certificates etc	3 years after the tax year in which the maternity period ended
Wages/salary records, overtime, bonuses, expenses etc	6 years

Corporate

Minutes and reports of Committee meetings	Indefinitely
Minutes and reports for Special Committee meetings	Indefinitely
Minutes and reports of sub-committees	Indefinitely
Notes and reports of working groups	Indefinitely
Policies and procedures	Until updated or reviewed
Asset Management records	Indefinitely
Asset management reports	Indefinitely
Internal audit records	3 years
Internal audit fraud investigation	7 years from date of final outcome of investigation
Risk register	Indefinitely
Risk management reports	Indefinitely
Performance reports	Indefinitely
Equalities data	Indefinitely
Questionnaire data	Indefinitely
Details regarding burials	Indefinitely
Drivers log books and mileage	6 years
Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)	2 years after vehicle disposed of
Fuel usage records	3 years
Allotment application forms	Length of Tenancy + 2 years
Allotment agreements	Length of Tenancy + 2 years
Show health & safety statements	2 Years
Show application including caterers, displays, competition entrants	1 year
Services and equipment quotations – show	1 year
Contacts for show	1 year
Show stalls database inc handcraft and horticulture entrants' details	1 year
trips tenders for coach hire	1 year
Trip database of applicants Coach Tours	1 year
Paper application	1 year
Pre-tender qualification document Summary list of expression of interest received Company contacts A summary of any financial or technical evaluation supplied with the expressions of interest Initial application	1 year
Successful tender documentation Life of contract	6 years
Unsuccessful tender documentation	Until final payment is made
Deeds of land and property	Indefinitely
Land and property rental agreements	6 years after expiry of the agreement

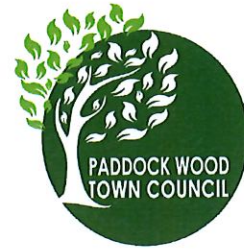
Property evaluation lists	Indefinitely
Lease agreements, variation and valuation queries	6 years after the expiry of the agreement
Documentation referring to externally funded projects	6 years
Booking diaries	3 years
Electronic booking information Is held in the system indefinitely due to the need to gather statistical information	
Premises License applications	Indefinitely

Health & Safety

Health and Safety Accident books	3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within
Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999	40 years from the date of the last entry
Medical examination certificates	4 years from date of issue
Records relating to accidents person over 18 years	3 years from date of accident
Records relating to accidents person under 18 years	Until 21st birthday
Asbestos records for premises/property including survey and removal records	40 years
Parks and play area inspection reports	5 years
All inspection certificates (Gas Safe, FENSA etc)	2 years
Repairs job sheets	2 years
Periodic machinery inspection tests (PAT, equipment calibration etc)	2 years
Warranties	10 years
Documents relating to the process of collecting, transporting and disposal of general waste	3 years
Documents relating to the process of collecting, transporting and disposal of hazardous waste	10 years
Plant and equipment testing	2 years
Risk Assessment Forms	2 years
Unusual Incident Forms	3 years
Manual Handling Assessment Forms	3 years

Additional Items	
Approved Minutes	Indefinite
Draft/Rough notes taken at meeting	Until minutes are approved
CCTV	90 days
Email	6 months

[illegible]



PADDOCK WOOD TOWN COUNCIL

Press/media policy

Paddock Wood Town Council's Standing Orders (section 21) states:

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.

This policy outlines the procedures and arrangements for handling the press and what Councillors or the Clerk should do if approached by the media or if they are involved in a situation that will attract media attention. When responding to approaches from the media, the Chairman of the Council should be the authorised contact with the media in consultation with the Town Clerk. The Chairman may delegate the responsibility to another Councillor if appropriate.

The town council is keen to develop a good rapport and work proactively with the media, whilst ensuring that confidentiality and consent are maintained at all times.

1. On receipt of a request from the press or other media for a formal statement to the Clerk or any Councillor, the person receiving the request should advise the body making the request that a statement will be considered and issued shortly. The formal response to the press or other media should be the view of the town council as a whole.
2. On receipt of a request the journalist or other caller should be asked to make clear who they are working for or what is the exact nature of their enquiry. Further, they should be asked what and where any information they elicit will be put.
3. The Council is under no obligation to provide a statement – and may prefer to make 'no comment'.
4. Under no circumstances must anything of a confidential nature be disclosed to the press or other media, as per Standing Orders.

5. An individual Councillor may give a direct quote as long as they attribute that quote to their name and make it clear that is their view and not that of the town council.
6. No response should be made that is in any way damaging to the interests or reputation of the Town Council.
7. The Town Council acknowledges the right of the media to obtain information from the town council under the Freedom of Information Act. The Council will respond to such requests in accordance with the Act as laid out in Paddock Wood Town Council's Freedom of Information policy.

The Council will not release information that is exempted. Exemptions will be:

- (a) Personal data (see paragraph 8 below);
 - (b) Confidential matters
 - (c) Information likely to endanger the health or safety of a Councillor or member of staff or any other individual.
8. Data Protection Act – The council recognizes that personal data (including photographs relating to a Councillor or Clerk are protected under the Data Protection Act and this personal data will not be disclosed to the media without the consent of the person concerned.
 9. If a request for information involves a conflict of interest for a Councillor or the Clerk. In that event, the Councillor or Clerk must declare his or her interest and avoid involvement with the matter.
 10. This Policy will be reviewed annually.
 11. The Clerk/Chairman should keep a record of all communications with the press or other media.
 12. **At Town Council meetings** – The press or representatives from any other media are welcomed at Town Council meetings. However under Paddock Wood Town Council's Standing Order 11 if any item or information is deemed personal or sensitive and not for the public domain, then the press / media along with members of the public should leave the meeting when requested to do so at this point.

Members should refer to the Town Council's Social Media policy when posting on Social Media.

PADDOCK WOOD TOWN COUNCIL

RISK ASSESSMENT AND MANAGEMENT 2023

Area	Risk	Level	Control (<i>and agreed improvements</i>)
Assets	Protection of physical assets	L	Buildings insured. Value increased annually by RPI.
	Security of buildings, equipment etc	L	Alarms on all buildings. Serviced annually. Estates and Office Equipment marked with SMART WATER or infrared markers. Warning stickers attached
	Maintenance of buildings etc	L	Buildings currently maintained on an ad hoc basis. PAT testing carried out annually. Fixed appliance testing carried out every 5 years. Fire Extinguishers serviced annually. A planned maintenance programme is being developed by the Estates Committee
Community Centre Project	See separate risk register		
Finance	Banking	L	Current account – Unity Trust Reserve funds spread to alternative banks
	Business interruption	L	Insurance cover. Sum insured £20,000 for all premises (to cover relocating office). Loss of revenue £59,000. Computers backed-up to cloud-based system
	See separate Finance Risk assessment		
Health and Safety	Risk to staff, volunteers & public	m	The Town Council has approved the engagement of Croner to oversee the Town Council's Health & safety
Liability	Risk to third party, property or individuals	M	Insurance in place. £10 m public liability Open spaces checked regularly. All damage investigated when reported/discovered outside of routine inspections Professional contractors used when required
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	M	Insurance in place. Twice Weekly checks of playgrounds and skate park. Written records kept. Fields walked by staff weekly, ponds checked twice weekly. Annual checks by independent auditor of playgrounds and skateboard park. Annual safety check of memorial stones carried out by Estates Manager. Professional stone mason contacted if any stones are cause for alarm. 2-year safety check on trees by qualified arboriculturalist.

Employer Liability	Comply with Employment Law	M	Membership of SLCC & NALC. Clerk & Deputy Clerk attend training courses. Croner have been engaged as HR consultants to the Council.
	Comply with HMRC requirements	L	Regular advice from HMRC and Sage. Internal and external auditors carry out annual checks.
	Safety of Staff and visitors	L	Access phone / camera fitted to restrict access to Podmore building. Risk assessments in place for regular routine work. To be reviewed by Croner
Legal Liability	Ensuring activities are within legal powers	L	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary.
	Proper and timely reporting via the Minutes	L	Council meets once a month and receives and approves Minutes. Minutes made available to press and public at the Council Office and via the web site.
	Proper document control	L	Leases and legal documents held by the council's solicitors Warners, copies of documents in Clerk's office. Other data storage to comply with General Data Protection Regulations Retention of Documents and Data Protection Policy in place.
Councillor propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest forms completed, by all councillors and sent to TWBC. Members asked to review form annually.
Council Vehicles	Ensuring vehicles used in safe legal manner.	L	All vehicles fully comprehensively insured for all purposes, and for all staff and councillors. Estates Manager assesses driving standards for vans, mowers and tractors when a new member of staff joins the council. Driving licences checked when a new member of staff joins the council. Tax and MOT up to date. Vans serviced when required. Driving licences checked annually
IT Security	Loss of data, abuse of systems	L	Council has computer usage policy which is signed by members of staff with access to the computers. Email usage policy also in place.

			Data backed to Cloud based Storage
Data Protection	Failure to comply with GDPR which came into force 25 th May 2018	L	Council has appointed a Data Protection Officer to ensure compliance.
Traveller Incursion	Incursion of travellers on council land	H	Council contributes to TWBC fund which accesses support from the Community Safety Unit in the event of an incursion. Notices served on travellers by clerks/councillors as early as possible to speed up the removal process. Additional security measures are being explored

PADDOCK WOOD TOWN COUNCIL
2023/2024 DATES FOR MEETINGS OF COUNCIL AND COMMITTEES.

May-23

Planning and Environment	Tuesday 2nd May	at 7:45pm *
Annual Meeting of the Town Council	Monday 15th May	at 7:45pm
Planning and Environment	Monday 15th May	Following

June-23

Planning & Environment	Monday 5th June	at 7:45pm
Estates	Monday 12th June	at 7:45pm
Planning	Monday 19th June	at 7:00pm
Council	Monday 19th June	at 7.45 pm
Finance	Wednesday 21st June	at 7.45 pm
Governance	Monday 26th June	at 7 pm
Personnel	Monday 26th June	at 7.15 pm
4 year plan working group	Monday 26th June	at 7.45pm

July-23

Planning & Environment	Monday 3rd July	at 7:45pm
Estates	Monday 10th July	at 7:45pm
Planning	Monday 17th July	at 7 pm
Council	Monday 17th July	at 7:45pm

August-23

Planning & Environment	Monday 7th August	at 7:45pm
Estates	Monday 14th August	at 7:45pm
Planning	Monday 21st August	at 7 pm
Council	Monday 21st August	at 7:45pm
Governance	Tuesday 29th August	at 7.45 pm *

September-23

Planning & Environment	Monday 4th September	at 7:45pm
Estates	Monday 11th September	at 7:45pm
Planning	Monday 18th September	at 7 pm
Council	Monday 18th September	at 7:45pm

October-23

Planning & Environment	Monday 2nd October	at 7:45pm
4 Year Plan Working Group	Wednesday 4th October	at 7:45pm
Estates	Monday 9th October	at 7:45pm
Planning	Monday 16th October	at 7 pm
Council	Monday 16th October	at 7:45pm
Governance	Monday 23rd October	at 7:45pm

November-23

Planning & Environment	Monday 6th November	at 7:45pm
Personnel	Monday 13th November	at 6.45pm
Estates	Monday 13th November	at 7:45pm
Planning	Monday 20th November	at 7 pm
Council	Monday 20th November	at 7:45pm
Finance	Monday 27th November	at 7:45pm

December-23

Planning & Environment	Monday 4th December	at 7:45pm
Estates	Monday 11th December	at 7:45pm
Planning	Monday 18th December	at 7 pm
Council	Monday 18th December	at 7:45pm

January-24

Planning & Environment	Tuesday 2nd January	at 7.45 pm *
Finance	Monday 8th January	at 7:45pm
Planning	Monday 15th January	at 7 pm
Council	Monday 15th January	at 7:45pm
4 Year Plan Working Group	Wednesday 17th January	at 7:45pm
Governance	Monday 22nd January	at 7:45pm

February-24

Planning & Environment	Monday 5th February	at 7:45pm
Estates	Monday 12th February	at 7:45pm
Planning	Monday 19th February	at 7 pm
Council	Monday 19th February	at 7:45pm

March-24

Planning & Environment	Monday 4th March	at 7:45pm
Estates	Monday 11th March	at 7:45pm
Planning	Monday 18th March	at 7 pm
Council	Monday 18th March	at 7:45pm
4 Year Plan Working Group	Wednesday 20th March	at 7:45pm

April-24

Planning & Environment	Tuesday 2nd April	at 7:45pm *
Annual Town Meeting**	Wednesday 3rd April	at 7 pm
Estates	Monday 8th April	at 7:45pm
Planning	Monday 15th April	at 7 pm
Council	Monday 15th April	at 7:45pm
Governance	Monday 22nd April	at 7:45pm

* Meetings moved to Tuesday due to Bank Holidays

All meetings are subject to change in line with the latest Government guidelines.

Dates and times are subject to change when required by other Council business

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1134 Electricity	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Day Cent	SSE	S	324.63	64.92	389.55
1135 Workshop	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Workshop	SSE	L	133.33	6.66	139.99
1136 Elm Tree Pitches & Pavilion	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Elm Tree	SSE	L	110.45	5.52	115.97
1136 Elm Tree Pitches & Pavilion	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Elm Tree	SSE	Z	-150.00		-150.00
1137 Memorial Pitches and Pavilion	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Memorial	SSE	L	25.77	1.28	27.05
1138 Podmore Building	30/03/2023		Current/Business Rese	DD	Electricity Supplies - Podmore	SSE	S	288.06	57.61	345.67
1139 Bank Interest/Fees	31/03/2023		Current/Business Rese	DD	Bank charges	Unity bank	Z	7.80		7.80
1140 Bank Interest/Fees	31/03/2023		Current/Business Rese	BACS	Bank charges	Unity bank	Z	41.85		41.85
1141 Workshop	22/03/2023		Current/Business Rese	DD	Mobile phone - Estates	O2	S	21.86	4.37	26.23
1142 Telephones	22/03/2023		Current/Business Rese	DD	Mobile phone - Office	O2	S	21.86	4.37	26.23
1143 Podmore Building	22/03/2023		Current/Business Rese	620	Cleaning public toilets & windc	F & C Cleaning	S	50.75	10.15	60.90
1144 Bank Interest/Fees	31/03/2023		Wages Imprest		Bank charges	Unity bank	E	18.00		18.00
1145 Salaries	28/02/2023		Wages Imprest		HMRC Credit for Overpayment	HMRC	Z	-2.59		-2.59
Total								891.77	154.88	1,046.65

Paddock Wood Town Council RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
310 Rents	30/03/2023		Current/Business Rese	BACS	Allotment Rents	Allotment	Z	10.00		10.00
311 Opening Fee	23/03/2023		Current/Business Rese	BACS	Opening Fee	R Ralph	E	237.00		237.00
311 Memorial Fees	23/03/2023		Current/Business Rese	BACS	Opening Fee	R Ralph	E	83.50		83.50
312 Green Lane ponds & spinney	31/03/2023		Current/Business Rese	BACS	Grant	Tunbridge Wells Borough Coi	E	3,000.00		3,000.00
312 Foal Hurst Wood	31/03/2023		Current/Business Rese	BACS	Grant	Tunbridge Wells Borough Coi	E	2,300.00		2,300.00
313 Grants of Right	27/03/2023		Current/Business Rese		Grant of Right (Earthen)	Doreen Dixon	E	638.00		638.00
313 Opening Fee	27/03/2023		Current/Business Rese		Grant of Right (Earthen)	Doreen Dixon	E	474.00		474.00
314 Bank interest/fees	31/03/2023		Liquidity Account	BACS	Interest	Unity bank	E	744.89		744.89
Total								7,487.39		7,487.39

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Professional fees	03/04/2023		Current/Business Res	1	Professional fees	Baxall	S	75,397.30	15,079.46	90,476.76
2 Professional fees	17/04/2023		Current/Business Res	2	Professional fees	FFT	S	1,500.00	300.00	1,800.00
3 Professional fees	17/04/2023		Current/Business Res	3	Professional fees	Warners	S	1,091.00	214.20	1,305.20
4 Consultants Fees	17/04/2023		Current/Business Res	4	Professional fees	Troy Planning	S	1,650.00	330.00	1,980.00
5 software/licenses	17/04/2023		Current/Business Res	5	Microsoft licences	Synicar	S	108.50	21.70	130.20
6 Security Company FHW	17/04/2023		Current/Business Res	6	security	Prestige Guarding	S	168.00	33.60	201.60
6 Security company - Memoria	17/04/2023		Current/Business Res	6	security	Prestige Guarding	S	168.00	33.60	201.60
6 security St Andrews	17/04/2023		Current/Business Res	6	security	Prestige Guarding	S	168.00	33.60	201.60
7 materials (Estates)	17/04/2023		Current/Business Res	7	Estates Materials	Paddock Wood Garage	S	9.50	1.90	11.40
8 Electricity	17/04/2023		Current/Business Res	8	Electricity Supplies - Street Lig	NPower	L	58.40	2.92	61.32
9 Christmas Lights	17/04/2023		Current/Business Res	9	Electricity Supplies - Christmas	NPower	L	72.54	3.63	76.17
10 Christmas Lights	17/04/2023		Current/Business Res	10	Electricity Supplies - Christmas	NPower	L	66.01	3.30	69.31
11 Coronation	17/04/2023		Current/Business Res	11	stickers	Knockout Print	S	60.00	12.00	72.00
12 Subscriptions	17/04/2023		Current/Business Res	12	ICCM Membership	ICCM	Z	95.00		95.00
13 Memorial Pitches	17/04/2023		Current/Business Res	13	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
13 Putlands	17/04/2023		Current/Business Res	13	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
13 Green Lane Pitches	17/04/2023		Current/Business Res	13	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
13 Elm Tree Pitches	17/04/2023		Current/Business Res	13	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
13 St Andrews Field	17/04/2023		Current/Business Res	13	Mowing costs	Capel Ground Care	S	115.70	23.14	138.84
14 CC Equipment	24/04/2023		Current/Business Res	14	kettle	N Reay	S	16.66	3.33	19.99
15 CC Equipment	24/04/2023		Current/Business Res	15	PC & Printer	Currys (N Reay)	S	540.82	108.17	648.99
16 Rents	24/04/2023		Current/Business Res	16	refund	Allotment	E	10.00		10.00
17 Subscriptions	24/04/2023		Current/Business Res	17	Annual subscription	SLCC Enterprises	Z	374.00		374.00
18 Chairmans allowance	24/04/2023		Current/Business Res	18	flowers	Cllr M Flashman	S	23.33	4.67	28.00
19 Maintenance Contract	24/04/2023		Current/Business Res	19	street lighting contract	Streethlights	S	231.71	46.34	278.05
20 Podmore - Public Toilets	24/04/2023		Current/Business Res	20	Cleaning public toilets	F & C Cleaning	S	50.75	10.15	60.90
21 Water Rates	24/04/2023		Current/Business Res	21	Water Rates - Day Centre	Business Stream	E	465.53		465.53
22 Workshop - Telephones	24/04/2023		Current/Business Res	22	Broadband - Workshop	British Telecommunications I	S	85.56	17.11	102.67
23 Telephones	24/04/2023		Current/Business Res	23	Mobile Phone	Active digital	S	12.62	2.53	15.15
23 Workshop - Telephones	24/04/2023		Current/Business Res	23	Mobile Phone	Active digital	S	12.61	2.52	15.13
24 Professional fees	11/04/2023		Current/Business Res	DD	Photocopier Lease	Insight Systems	S	1,087.93	217.58	1,305.51
25 Professional fees	04/04/2023		Current/Business Res	DD	HR Services	Croner	S	181.96	36.40	218.36
25 Professional fees	04/04/2023		Current/Business Res	DD	HR Services	Croner	Z	10.72		10.72

Paddock Wood Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
26 Fuel	12/04/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	104.85	20.97	125.82
27 CC Utilities	17/04/2023		Current/Business Rese	DD	Phone & Broadband	British Telecommunications L	S	92.14	18.43	110.57
28 software/licenses	17/04/2023		Current/Business Rese	DD	Payroll ~Services	Sage Payroll	S	36.50	7.30	43.80
29 Postage and Stationery	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	S	19.12	3.83	22.95
29 General expenses	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	Z	24.62		24.62
29 General expenses	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	S	10.76	1.73	12.49
29 Office Equipment	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	S	3.99	0.80	4.79
29 General expenses	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	Z	-25.00		-25.00
29 Fuel	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	S	25.00	5.00	30.00
29 Workshop - Telephones	17/04/2023		Current/Business Rese	Petty Cash	Petty cash	Various	Z	10.00		10.00
30 Telephones	24/04/2023		Current/Business Rese	DD	Telephone - Office	British Telecommunications L	S	101.28	20.26	121.54
31 Fuel	25/04/2023		Current/Business Rese	DD	fuel cards	Wex Retail Cards	S	65.71	13.14	78.85
32 Professional fees	27/04/2023		Current/Business Rese	DD	HR Services	Croner	S	176.76	35.35	212.11
32 Professional fees	27/04/2023		Current/Business Rese	DD	HR Services	Croner	Z	10.55		10.55
33 Rates/Utility Fees	28/04/2023		Current/Business Rese	DD	Water rates - Cemetery	Castle Water	S	6.59	1.32	7.91
34 St Andrews Hall - Rates	28/04/2023		Current/Business Rese	DD	Water rates - St Andrews	Castle Water	S	32.82	6.56	39.38
35 Elm Tree Pavilion	28/04/2023		Current/Business Rese	DD	Water rates - Elm Tree	Castle Water	S	9.00	1.80	10.80
36 Water Rates	28/04/2023		Current/Business Rese	DD	Water Rates - Ringden Allotme	Castle Water	S	4.17	0.83	5.00
37 Memorial Pitches	28/04/2023		Current/Business Rese	DD	Water rates - Memorial	Castle Water	S	11.72	2.34	14.06
38 Water Rates	28/04/2023		Current/Business Rese	DD	Water Rates - Kent Close	Castle Water	S	13.23	2.65	15.88
39 Water Rates	28/04/2023		Current/Business Rese	DD	Water rates - Badsell Allotmen	Castle Water	S	4.76	0.95	5.71
40 Podmore Building Maintenance	28/04/2023		Current/Business Rese	DD	Water rates - Podmore	Castle Water	S	4.17	0.83	5.00
41 Green Lane Pavilion	28/04/2023		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
42 Green Lane Pavilion	28/04/2023		Current/Business Rese	DD	Water rates - Green Lane	Castle Water	S	4.17	0.83	5.00
43 Contractors	28/04/2023		Current/Business Rese		Waste collection	Veolia Environmental Service	S	154.62	30.92	185.54
43 Maintenance	28/04/2023		Current/Business Rese		Waste collection	Veolia Environmental Service	S	186.54	37.31	223.85
43 Podmore - Waste Collection	28/04/2023		Current/Business Rese		Waste collection	Veolia Environmental Service	S	13.90	2.78	16.68
44 Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	5,321.79		5,321.79
44 Salary	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	50.00		50.00
44 Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	5,078.27		5,078.27
44 Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	219.31		219.31
44 Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	630.00		630.00
44 Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	94.55		94.55
44 Wages - Foal Hurst Wood	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	102.97		102.97
44 Wages - memorial	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	576.92		576.92
44 CC Salaries	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z	102.97		102.97
44 wages St Andrews	28/04/2023		Wages Imprest	BACS	Wages	PWTC Wages Imprest Acc	Z			

Paddock Wood Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
45	Salaries	28/04/2023		Wages Imprest	BACS HMRC	Tax/NI	PWTC Wages Imprest Acc	Z	2,053.96		2,053.96
45	Salaries	28/04/2023		Wages Imprest	BACS HMRC	Tax/NI	PWTC Wages Imprest Acc	Z	1,965.38		1,965.38
45	Salaries	28/04/2023		Wages Imprest	BACS HMRC	Tax/NI	PWTC Wages Imprest Acc	Z	54.80		54.80
46	Salaries	28/04/2023		Wages Imprest	BACS PENSION	Pension	PWTC Wages Imprest Acc	Z	651.09		651.09
46	Salaries	28/04/2023		Wages Imprest	BACS PENSION	Pension	PWTC Wages Imprest Acc	Z	597.69		597.69
47	CC Equipment	28/04/2023		Wages Imprest		Microsoft Office	N Reay	S	104.16	20.83	124.99
48	Salaries	28/04/2023		Current/Business Rest	DD	Pension - fees	Aviva Life	Z	15.25		15.25
48	Salaries	28/04/2023		Current/Business Rest	DD	Pension - fees	Aviva Life	Z	15.25		15.25
Total									103,035.45	16,872.00	119,907.45

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Horaura	E	20.00		20.00
2 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
3 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotments	E	20.00		20.00
4 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
5 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
6 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	5.00		5.00
7 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Bassett (Allotment)	E	40.00		40.00
8 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
9 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
10 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
11 Rents	03/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
12 Rents	06/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	5.00		5.00
13 Rents	06/04/2023		Current/Business Rese		Allotment Rents	Holmes	E	20.00		20.00
14 Rents	11/04/2023		Current/Business Rese		Allotment Fees	Allotment	Z	10.00		10.00
15 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	25.00		25.00
16 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
17 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
18 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
19 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	40.00		40.00
20 Rents	11/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
21 Rents	14/04/2023		Current/Business Rese		Allotment Rents	A Swann	E	10.00		10.00
22 Rents	14/04/2023		Current/Business Rese		Allotment Rents	Bowmaker (Allotment)	E	10.00		10.00
23 Rents	17/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
24 Rents	18/04/2023		Current/Business Rese		Allotment Rents	J Easteal	E	10.00		10.00
25 Rents	20/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
26 Rents	21/04/2023		Current/Business Rese		Allotment Rents	Streeter (Allotment)	E	20.00		20.00
27 Rents	21/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
28 Rents	24/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
29 Rents	24/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	20.00		20.00
30 Rents	24/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	25.00		25.00
31 Rents	24/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	12.50		12.50
32 Rents	25/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00

Paddock Wood Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
33 Rents	25/04/2023		Current/Business Rese		Allotment Rents	Allotment	E	10.00		10.00
34 Hire Charges	04/04/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
34 Hire Charges	04/04/2023		Current/Business Rese		Hire of Day Centre	Yoga with Anita	E	14.47		14.47
35 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Kevin Butler	Z	40.00		40.00
36 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	5.00		5.00
37 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Grey (Allotment)	Z	20.00		20.00
38 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
39 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
40 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
41 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Mace (Allotment)	Z	10.00		10.00
42 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Mace (Allotment)	Z	10.00		10.00
43 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
44 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	20.00		20.00
45 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
46 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
47 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
48 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
49 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
50 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
51 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
52 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
53 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
54 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
55 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
56 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	20.00		20.00
57 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	20.00		20.00
58 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
59 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	20.00		20.00
60 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
61 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
62 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
63 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	5.00		5.00
64 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	10.00		10.00
65 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	Allotment	Z	20.00		20.00
66 Rents	14/04/2023		Current/Business Rese	281	Allotment Rents	T Hickmott (Allotment)	Z	10.00		10.00

AGENDA C11

WESLEY CENTRE

At its meeting of the 20th March 2023 the Town Council considered the attached report and passed the following resolution:

That the council should put forward an application to designate the Wesley Centre as an Asset of Community Value.

The documentation to put forward the application has since been received and further information is now required.

For the designation to be approved the application must fulfil the statutory tests.

The first test is I believe is fulfilled –

- An actual **current** use of the building or other land that is not an ancillary use furthers the social wellbeing or social interests of the local community and:
- It is realistic to think that there can continue to be non-ancillary use of the building or other land which will further (whether in the same way) the social wellbeing or social interests of the local community.

To satisfy the second part of the statutory test it has to be realistic to think that in the future there can continue to be or there can be a non-ancillary use of the land or building for community benefit although it need not be the same as the current community use. The questions are as follows:

6.1 if the facility is currently open or accessible to the local community.

6.2 If the facility is currently closed or not accessible to the local community.

As the Wesley Centre is still in use then only 6.1 needs to be answered.

6.1 Please give your reasons as to why you consider that the nominated land and/or building will continue to further the social wellbeing or social interests of the local community in the future.

If you are answering this question, you should set out your reasons as to why you think the facility will continue to further the social wellbeing or social interests of the local community. Include all information that is relevant. For example, you have:

- Assessed the viability of the proposed use, e.g., considered purchase and running costs.
- Considered how any purchase could be funded.
- Considered how the facility could continue to be used by the community.
- Discussed the nomination with the owner.

To date the council has not considered the above issues.

Recommendation: That a working party of members should be formed to carry out a review of the Wesley Centre in order to complete the application.

C131 WESLEY CENTRE

Tunbridge Wells Borough Council is currently consulting on the future of the Wesley Centre in Commercial Road.

The Wesley Centre is identified in the Neighbourhood Plan as a locally important heritage asset. Bearing the date 1888, the Wesley Centre is the oldest publicly owned building in Paddock Wood and also the last remaining 19th Century Community Building in the town. It is owned by the Borough Council and houses the town's oldest World War One memorial tablet to commemorate members of the church who died. As an important symbolic example of the Town's Victorian heritage there is a continuing need to retain the Wesley Centre and its curtilage.

The NP states:

Policy PW Heritage Design 2 – Local Heritage Assets

- a. *The Wesley Centre: The Wesley Centre and its curtilage should be retained because of its historic character, architectural merit and location in the centre of the town. This site should continue to be used for public and community purposes (Use Class F1 and F2). In the event of changing circumstances in terms of viability, and in light of robust and current evidence, other uses / activities (Use Class E) may be supported where this would enhance the vitality, amenities and current public need across the Neighbourhood Plan area*

The Neighbourhood Plan seeks to protect local assets not currently afforded adequate protection by designating the Wesley Centre to a List of Local Heritage Assets. Consideration will be given to the preparation of a List of Local Heritage Assets in Paddock Wood for publication at a later date which will extend the list of assets to be afforded further protection.

There are currently two parts to the Wesley Centre – the old chapel at the front, which has been converted into offices and the newer community hall at the rear. There is also a small garden to the rear of the building which backs onto Old Kent Road.

The front offices are used by the food bank, Community Storehouse, and Heritage Paddock Wood.

The hall to the rear is used by Sure Start children's centre for group activities. The remainder of the time it is used for community meetings and activities.

The Sure Start centre gives help and advice on child and family health, parenting, money, training, and employment

The Community Storehouse is a local charity managed and staffed by volunteers who help to gather and distribute food parcels to those who need this support. .

The aim of Heritage Paddock Wood is to promote and preserve the cultural arts and heritage of the area.

The Community Right to Bid came into effect in autumn 2012. The right to bid gives community groups an opportunity to bid to buy community buildings and facilities that are important to them.

This could be the:

village shop

pub

community centre

children's centre

allotment

library

The right will include private as well as public assets.

Local authorities are required to keep a list of assets of community value. If an owner of a listed asset wants to sell it they have to notify the local authority. The local authority then, in turn, has to notify any interested parties. If local groups are interested in buying the asset, they have six months to prepare a bid to buy it before the asset can be sold.

In 2015 the Town Council registered the Centre as an Asset of Community Value. The registration lasted for 5 years, and it expired in 2020.

Members were asked by a local resident, at the last meeting, whether they would consider a further application in view of the current consultation by TWBC.

The Town Council does not have any plans in place to take over or manage the Wesley Centre. Before making a nomination, it would need to consider:

- 1) Does it intent to put forward a bid itself in the next five years in TWBC decide to sell the Centre?
- 2) Would it prevent other organisations from making a bid in the future if the Town Council has made the nomination itself?

Further details on the Community Right to Bid can be found at <https://tunbridgewells.gov.uk/community-and-leisure/community-rights/community-right-to-bid>



Parish Council Community Cost of Living Support Grant Criteria

Introduction

The purpose is to deliver a Grant Scheme for Parish Councils in Kent, that allows them to access funding to deliver local initiatives supporting people in financial hardship.

Funding has been ringfenced for Parish Councils to use for a project that provides support to Kent residents in the Parish that are experiencing financial hardship as a result of the cost-of-living crises.

Kent County Council (KCC) has received emergency grant funding from central government (for example COVID Emergency Grant, Contain Outbreak Management Fund and /or Household Support Fund) to be used to support efforts towards preventing or containing the spread of COVID-19 and /or helping those that have been disproportionately affected by the pandemic.

What is the grant for?

Parish councils are well positioned to respond quickly and most appropriately to engage with and support their communities needs, that have arisen or have been deepened because of the financial crises. KCC wishes to support parishes cost of living initiatives, through the Kent Association for Local Councils (KALC) to distribute funding to help communities through the Parish Council Community Cost of Living Support Scheme.

Funding allocation

Parishes will be invited to apply for grants to support an existing or new project for the residents of that Parish. Kent Association of Local Councils (KALC) will administer the allocation of funding. Grants will be allocated based on the size of Parish.

- Small Parish (electoral register is <2000) - up to £1000
- Medium Parish (electoral register is between 2000 - 6000) - up to £1500
- Large Parish (electoral register is >6000) – up to £2000

Any unspent funds the parish has by the 30th of June, must be returned to KALC by 31st of July 2023.

How to apply

KALC will administer the allocation of funding. For councils to receive funding they must:

- Apply for the funding via KALC using the <https://forms.office.com/e/t7u2kE0B4s>
- (See Annex A for information that will be requested)

On receipt of the request for funding, bids will be assessed against the criteria below to decide whether funding should be provided in full or part. KALC will inform bidders of the outcome of their application for funding. Receipts are not required at this stage but should be retained by the council for future reference if needed.

Applications will be open from **14/03/2023** to **28/04/2023**, however, please submit your applications as soon as you can.

Criteria

The bid **must be** -

- An existing or new project / scheme to provide support to Kent residents in the Parish that are experiencing financial hardship because of the cost-of-living crisis.
- Focus on the specific hardships being experienced in the Parish.
- The person(s) making the application should act solely in terms of the public interest as stated in The Seven Principles of Public Life [The Seven Principles of Public Life - GOV.UK](https://www.gov.uk/government/publications/the-seven-principles-of-public-life) (www.gov.uk).
- Local Councils contemplating applying for funds and intending to distribute them in grants or donations should ensure that they have the power to do so and comply with all the required due diligence. If they have any concerns, then please contact KALC for an initial discussion to clarify the position and options before proceeding.
- **The project should fall broadly within the following activities -**
 - Providing support to isolated individuals/households i.e., elderly, disabled, carers or otherwise isolated in the home.
 - Support families struggling with the cost of food
 - Provide community spaces and/or resources in the community space to meet fundamental basic needs e.g. food/drinks, warmth, safety, rest, and support.
 - Ensure parish residents are supported e.g., support for vulnerable households with heating or equipment.
 - Other Projects – There may be projects that do not fall into one of these categories. These projects will be considered if they meet the ethos of the grant, however their approval will likely take longer.
 - Greater flexibility may be applied where the Parish Council holds the General Power of Competence (GPC) as set out in the Localism Act 2011. The eligibility criteria are:
 - a) The number of Councillors elected at the last ordinary election, or at a subsequent by-election, equals or exceeds two thirds of the total number of Councillors.

and

- b) The Parish Clerk/Proper Officer has completed and holds the Certificate in Local Council Administration (CiCLA) (a sector specific qualification) and submitted portfolio has passed examination.

The bid **must not be** -

- Designed around the applicant(s) own interest for a club/organisation/initiative they are affiliated with or a member of.
- Used outside of the remit of financial hardship.

Payment schedule

Following spend completion councils may be asked to complete a short activity report, also online, to help us measure the impact this funding has had. We may also ask for evidence of spend. Applicants can expect to hear back on the outcome of their application within 10 working days. If you have any questions, please email helping.hands@kent.gov.uk quoting **Parish Council Community Cost of Living Support Grant**.

Once the projects finite funds have been exhausted no additional funding will be available. Funding will be awarded on a first come first serve basis.

Annex A – Information required for online application

The online application form <https://forms.office.com/e/t7u2kE0B4s> will ask you to provide the following information

Contact and personal details

- Your name
- Your position or job title
- Your contact telephone number
- Your email address
- Your council

Delivery of the project

- What the issue is people in the Parish are experiencing
- Brief description of the project/scheme and how it will support the issue
- The amount of funding you are applying for and what the funding will be spent on

Other requirements of application

You will also be asked to:

- read our privacy notice
- read and agree to our eligibility criteria

- digitally sign the application and agree to our terms.

FAQ

Can Parish projects be retrospectively funded?

Parishes can choose to apply for a grant to fund a project they have already started, which meets the criteria above.

If I have a question, who can I ask?

Please contact the Financial Hardship team at Kent County Council, by emailing:
helping.hands@kent.gov.uk

How will unspent grant funds be repaid to KCC?

1 week prior to 30th June 2023, KALC will remind Parishes that unspent funds will need to be returned to KCC, via KALC. This will be done using bank transfers by the 31st of July 2023. KALC will then return all the unspent funds to KCC.

Can the Parish donate the funds to another local organisation that meets the scheme criteria? E.g., a local food bank or charity providing support to isolated residents.

Parishes can apply for funds to be given to an organisation already supporting the parish's residents. Please be explicit in the application about the intended use and ensure it meets the scheme criteria i.e., solely in the interest of supporting residents that live in the parish.

The project we wish to apply for funding for doesn't meet all the scheme criteria, can we still apply?

If you feel the only project you wish to fund, meets the ethos behind the Community Cost of Living Support Grant, then you can submit a detailed application and we will consider the project for funding.

If we are unsuccessful with our application, can we submit another application?

Parishes can only receive one award but if your application is unsuccessful then you are able to amend or submit a different project for funding. If the available funds are exhausted, then there will be no further funds awarded for applications that have not been reviewed.

How quickly will projects receive funding?

We will aim to process applications within 10 working days, we hope to do this quicker, subject to demand. Once an application is approved, we will notify KALC who will then transfer the funds to the parish within 5 working days of the applications approval.

If we are unsuccessful in our application, will we be informed?

All unsuccessful applications will be informed and given a brief reason behind the decision. Similarly, if the funds are exhausted before all applications are seen, the remaining applications that were not reviewed will be informed that they have been unsuccessful.

If we are unsuccessful, can we appeal the decision?

All decisions will be made following the criteria above. Parishes can contact the Financial Hardship team for further information on the reason they were unsuccessful. They will then be invited to reapply, following the guidance given by the panel member, ensuring they strictly following the funding criteria.

AGENDA ITEM C13. CIVILITY & RESPECT PROJECT

Throughout the sector, there are growing concerns about the impact bullying, harassment and intimidation are having on local Parish and Town Councils, Councillors, Clerks and Council staff and the resulting effectiveness of local councils.

NALC, One Voice Wales, the SLCC and County Associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment, and intimidation within the sector. The pledge is easy for Councils to sign up for and it will enable Councils to demonstrate that they are committed to standing up to poor behaviour across the sector and to driving through positive changes which support civil and respectful conduct. NALC invite all Councils to take the Civility and Respect Pledge.

By signing the Pledge, the Council is agreeing that the Council will treat Councillors, Clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for Councillors and Staff
- Has signed up to the Code of Conduct for Councillors
- Has good governance arrangements including staff contracts and dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise.
- Will commit to calling out bullying and harassment if and when it happens.
- Will continue to learn from best practices in the sector and aspire to be a role model/champion through for example the Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

The Civility and Respect Working Group will be working to deliver tangible resources, actions, and interventions in four main areas:

- Providing Councils with the tools to support good governance.
- Lobbying to strengthen the standards regime and encouraging more people to get involved.
- Training
- Processes to intervene to provide support to struggling Councils.

The Group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the section. These factors have been organised into six project workstreams that will deliver on the mission statement:

- Training
- Governance
- Intervention
- Legislative
- Collaboration
- Enabling

One critical area that challenges relationships between Councillors and Clerks is the Council's responsibility as an employer for the Clerk. The Civility and Respect Project Team have worked with Chris Moses, Managing Director of Personnel Advice and Solutions Ltd, to deliver a series of podcasts explaining Councils' responsibilities as an employer.

Podcast 1 – Building an effective personnel committee [Civility and Respect Project | Podcast #1 — Building an effective personal committee - YouTube](#)

Podcast 2 – Recruitment - [Civility and Respect Project | Podcast #2 — Recruitment - YouTube](#)

One of the key aims of the Project is to deliver training packages to support Councillors, Clerks and employees who are experiencing difficulties with bullying and harassment. Breakthrough Communications are experts in the field of training for local Councils and they have created a suite of bespoke workshops and resource packs for local Council Clerks, Officers, and Councillors as part of the Civility and Respect Project. Each package comprises useful guides and custom-designed toolkits as well as access to on-demand and live virtual training events. These can be found in the [Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk) website.

The Town Council has in place at present:

- Training & Development Policy
- Code of Conduct for Councillors
- All staff have contracts and a staff handbook.
- Officer/Member protocol

Members are asked to consider whether the council should sign the Civility & Respect Pledge as soon as members have had time to consider the implications.