



## TERMS OF REFERENCE

# STAFFING COMMITTEE

7<sup>th</sup> May 2026  
Annually at the Annual Parish Council Meeting

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### ***Purpose of Staffing Committee***

This committee is appointed to make decisions about all staffing matters, subject to budget and expenditure limits decided by the full Council unless stated otherwise.

### ***Membership and voting –***

(To be elected annually at the Annual Meeting of the Parish Council each year in May)

1. The Committee will consist of 4 councillors.
2. At its first meeting following the Annual Meeting of the Parish Council, the Committee shall elect a Chair.
3. The Chair will have an ordinary vote and a casting vote and may use the latter although he/she is not compelled to do so.
4. Members of the Staffing Committee will not be members of any Staffing appeals panel that may have to be formed.

### ***Convening***

The Clerk will convene Staffing Committee meetings as and when necessary. The Committee Chair may also convene meetings as he/she feels necessary. Members will be summoned to attend meetings which will be held in a public place and public notice of the meeting shall be given in accordance with Schedule 12, Para 10 of the Local Government Act 1972. Minutes will be taken, approved and retained by the council in perpetuity.

### ***Meetings***

Meetings will be held in accordance with the council's Standing Orders.

### ***Quorum***

The quorum of the Committee will be 3 members.

### ***Documentation***

1. Minutes of all meetings will be recorded by the Clerk or, in the absence of the clerk, by one of the councillors present at the meeting.
2. Draft minutes will be circulated to all Committee members.
3. Depending on timing, either draft or approved minutes will be received by the full council for information only.

### ***Accountability***

The Staffing Committee has been given delegated power by the full council to act on behalf of the authority in relation to these defined terms of reference only; any matters outside the Committee's terms of reference shall be made to the full council as a recommendation.

### ***Remit of the Committee***

1. To establish and keep under review the staffing structure in consultation with the full council.
2. To create personnel folders for each employee and ensure these are kept up to date.



Cantley with Branton  
Parish Council

# **STANDING ORDERS 2026**



# Cantley with Branton Parish Council

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These Financial Regulations were reviewed and adopted by the Council at its meeting held on 4<sup>th</sup> March 2026.



## ASSET REGISTER AS AT 31st March 2026

No.	ASSET	Location <sup>1</sup>	Date Acquired	Cost New £	Current Ins.Value £
<b>Buildings</b>					
1	Kilham Hall Meeting/Store Rooms Conversion work Kitchen addition Storage Extension Solar Panels	KHMR/KHHS	1998/2009 2015 2016 2022 2023	£37,000.00 £19,750.00 £850.00 £65,454.69 £18,600.00	£863,908
<b>Contents</b>					
2a	Filing Cabinet/4 tables/ 12 chairs/3 long tables/3 round tables/ desk/chair/notice board Notice Board	KHMR	2009  2021 2022	£1,500.00  £317.00 £25.00	£33,000
2b	Kettle/Vacuum Cleaner	KHMR	2016	£86.74	
2c	Fridge	KHMR	2021	£62.96	
2d	HP Officejet 9010 Printer	KHMR	2020	£133.00	
2e	Shredder	KHMR	2024	£43.00	
2f	DELL Laptop/Mobile Phone	KHMR	2020/2019	£500.00	
2g	Laminator/items	KHMR	2020/2021	£45.00	
2h	Projector	KHMR	2024	£43.00	
2i	Arnold Baker Manual	KHMR	2020	£120.00	
<b>CCTV Equipment</b>					
3	CCTV Monitor	KHMR	2019	£100.00	£2,238
<b>Playground Equipment</b>					
4	Play Equipment 2 x Portable goalposts 2 x Portable goalposts (no nets)	KHP KHP KHP	1997 2018 2022	£27,404.00 £225.00 £1.00	£102,000
1	1 x portable goalpost	KHP	2024	£1.00	
<b>Street Furniture</b>					
5a	Litter Bins (4) Inc in (3) Litter Bin (1) Litter Bin & Base (1)	2 x RSG 3 x KHP 1 x P 1 x KHP	2007 1997/2018 2022 2026	£935.00  £420.00 £787.20	
5b	Notice Boards (3)	1 x Old Cant 1 x Ava Court 1 for Manor Farm	2011 2008 2023	£725.00 £840.00 £1,752.00	
5c	6 Metal Benches	1 x RSG 1 x KHP 3 X Parish 1 x KHP (BT)	2007 2009 2009 2018	£445.00 £400.00 £1,200.00 £995.00	
5d	3 x Picnic Tables	KHP	2021	£997.00	



# Cantley with Branton Parish Council

## LAND/LEASE/DEEDS REGISTER UPTO MARCH 2026

DATE	ASSET	PURCHASE/SALE PRICE	REPLACEMENT PRICE
21/06/1930	Copy Shooting Licence - The Rt. Hon.Wm. Charles De Meuron Earl Fitzwilliam to T.B. Darley Esq		
25/09/1940	Copy Grant - Earl Fitzwilliam and Hi Mortgagees and The Corporation of Doncaster		
1950	Copy Abstract of Title - The Metropolitan Railway Country Estates Ltd		
24/10/1960	Conceyance - Messrs. W. & N. Tyas and Woolwich Equitable Building Society to Messrs. R. & S. Nuttall		
1964	Abstract of Title - Messrs Ronald & Stanley Nuttall		
15/04/1972	Conveyance - Messrs. R. & S. Nuttall to Cantley with Branton Parish Council - A plot of land situated at Whip Hill Top Lane, Branton (The Rose Garden)		
15/08/1979	Register of Local Land Charges - Field known as football field, Branton at the corner of Whip Hill Top Lane and Kilham Lane		
28/11/1979	Epitome of Title relating to freehold property known as land at Branton		
17/04/1960	- Assent - Personal Representatives of George Innoncent Dec'd and Mrs B Menzies		
09/01/1967	- Appointment of New Trustee - Mrs May Mitchell and Mrs V. T. Insley-Fox		
01/10/1979	- Deed of Appointment - Mrs V. T. Insley-Fox , G. E. Insley and W. Salisbury		
28/09/1979	Transfer of Whole - V. T. Insey-Fox and G. E. Insley and William Salisbury to Cantley with Branton Parish Council - land at junction of Whiphill Top Lane and Kilham Lane, Branton		
10/01/1980	H.M. Land Registry - Land Certificate/Title of Registry - Land lying to the North East of the junction of Kilham Lane and Whiphill Top Lane, Branton		
11/03/1991	Agreement (Standards of Sale) - Seller Cantley with Branton PC and David Wright of The Cottage, Kilham Lane, Off Whip Hill Top Lane - plot of land part of Title No. SYK106579 (Kilham Hall football field)	£120,000.00	N/A



**Cantley with Branton  
Parish Council**

**DISPOSAL REGISTER  
FROM MARCH 2026**

<b>DISPOSAL DATE</b>	<b>ASSET</b>	<b>PURCHASE PRICE £</b>	<b>REPLACEMENT PRICE £</b>
14/08/2024	Printer & Projector	585	176
14/08/2024	Shredder	54.98	42.99

## **SECTION 137 EXPENDITURE LIMITS 20265-2027**

- 1.1 The Department of Levelling Up, Housing and Communities (DLUHC) notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2025/26 is £11.60. The amount is a result of increasing the amount of £11.10 for 2025/26 by the percentage increase in the retail index between September 2024 and September 2025 under Schedule 12B to the 1972 Act.
  
- 1.2 As of December 2025, there are 3139 electors in the Parish (information from City of Doncaster Council) and so the maximum amount of money that Cantley with Branton Parish Council can spend under S137 activities is £52,107.40.

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

## **Introduction**

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

The Localism Act 2011 introduced the General Power of Competence, a power of first resort which empowers the Council to do 'anything an individual generally may do'. The power is intended to enable Councils to act without the need to identify specific powers and to broaden the ability of a Council to undertake activity for the benefit of its area.

The primary limitation of the power is that it cannot be used to undertake activity for there is a statutory prohibition.

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

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

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

## **Eligibility**

The Council meets the eligibility criteria with 86% of members elected and the Parish Clerk holds the relevant qualification (CILCA).

## **Recommendation**

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

Bev Walton  
Clerk/RFO to Cantley with Branton Parish Council  
Dated: 23<sup>rd</sup> April 2026

CANTLEY WITH BRANTON PARISH COUNCIL										
REGULAR PAYMENTS 2026/2027										
APPROXIMATE COSTS										
To Whom Paid	Frequency	Council	Salaries	Training	Sites &	Donations	Community	Section	VAT	Total
	of Payment	General		Courses	Buildings	Payments	Projects	137		
		£	£	£	£	£	£	£	£	£
<b>Running Costs</b>										
O2 - Mobile	Monthly	13.00							2.60	187.2
Plusnet - Internet	Monthly	29.99							0.00	359.88
Unity Bank - Bank Charges	Monthly	7.00							0.00	84
Techstream (Website Hosting)	Annually	175.00							33.00	208.00
Techstream (Domain Registration)	Annually	40.00							7.00	47.00
Internal Auditor - G Newbould	Annually	120.00								120.00
BHIB - Insurance Premium	Annually				2,200.00					2200.00
PK Littlejohn (External Audit)	Annually	230.00							42.00	272.00
ICO - Annual Fee	Annually	52.00								47.00
GG Door Servicing (Annual Service)	Annually				300.00				60.00	360.00
North Anston Fire Extinguishers	Annually				35					35.00
Metro Secure 24 (Alarm Service)	Annually				155.00				31.00	186.00
RJ Electrical (PAT Testing, Electrical Testing, Emergency)	Annually				360				72.00	432.00
<b>Salaries</b>										
Clerk (Salary)	Monthly		1,077.05							12924.60
Handyman (Salary)	Monthly		820.95							9851.40
HMRC Monthly Fees	Monthly		295.00							3540.00
NEST (Pension for Clerk & Handyman)	Monthly		83.60							1003.20
Warrens GBC - Payroll Processing Fee	Quarterly	90.00							18.00	432.00
<b>Grounds</b>										
CDC - Q4 Grounds (Bin Empty)	Quarterly				106				21.2	508.8
CDC - Bins Kilham Hall	Quarterly				207.00				0.00	207.00
CDC - Kilham Hall Hedge Cut	Annually				406.36				81.27	1950.52
Glendale (Grass Cut)	Monthly April to October				53.55				10.71	963.90
Glendale (Feed & Weed)	Every 3 years - due 2026				749.00				149.80	898.80
Caretaker/Neighbour (Gates)	Annually				200.00					200.00
ROSPA Play Safety (Annual Inspection)	Annually				250.00				50.00	300.00
<b>Subscriptions</b>										
YLCA (Annual Subscription)	Annually	971.00								971.00
SLCC Membership	Annually	150.00								150.00
Scribe - Financial Software System	Annually	598.00							149.00	747.00
Scribe - Financial Software System	Monthly	55.00							11.00	792.00
<b>Publications</b>										
Arrow Publications (Newsletter)	Quarterly	105.00							21.00	504.00
Today Publications (Newsletter)	Quarterly	125.00							25.00	600.00
<b>Donations</b>										
Auckley Show Donation	Annually					500.00				500.00
Royal British Legion Donation	Annually							100.00		100.00
Kilham Hall MC (Pantomime Donation)	Annually							500.00		500.00
Thorne Rural Lions Donation	Annually							100.00		100.00



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## PARISH COUNCIL POLICY DOCUMENT LIST

<b>Document</b>	<b>Date Last Reviewed</b>	<b>Review Due Date</b>
Adoption Policy & Request Form	September 2024	July 2027
Annual Leave	February 2025	February 2028
Appraisal	June 2024	Bi-Annually or when changes in legislation
Asset Register and Disposal	November 2025	October 2027
Biodiversity	June 2024	May 2025
Business Continuity	March 2026	March 2028
CCTV	November 2025	October 2027
Code of Conduct	March 2026	Annually
Community Engagement	February 2026	February 2027
Compassionate Leave	November 2023	October 2026
Complaints (LTN 9E)	March 2026	March 2028
Co-Option	February 2025	January 2028
Corporate Credit Card	October 2025	Annually
Data Breach Response Procedure	July 2025	Annually
Data/Information Audit	November 2023	Annually
Data Protection Policy	July 2025	Annually
Data Security Breach Log	July 2025	Annually
Dignity at Work	September 2024	September 2026
Disciplinary	January 2026	January 2027
Dispensation	February 2026	Annually
Disposal Policy	May 2024	May 2026
Email and Internet Use Policy	December 2023	November 2026
Emergency Dependents Policy	March 2026	March 2028
Equality & Diversity	April 2026	April 2028
Expenses	February 2025	February 2028
Financial Regulations	March 2026	Annually
Fire Safety Policy	June 2024	June 2026
Fire Safety Arrangements		
Flexible Working	August 2023	August 2025
Flood Evacuation Plan	April 2023	April 2026
Freedom of Information	February 2026	January 2029
GDPR – General Privacy Notice	August 2023	August 2025
GDPR – Privacy Notice for Staff, Councillors and Role Holders	August 2023	August 2025
Gifts and Hospitality	October 2023	September 2026
Grant Awarding	February 2024	August 2025
Grievance	March 2026	March 2028
Health and Safety	March 2026	March 2028

## Extract from the Scheme of Delegation Dated 4<sup>th</sup> February 2026

### DELEGATION TO PARISH CLERK

(a) Parish Clerk

1. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
2. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
3. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
4. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
5. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
6. Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
7. Power to act on own initiative to implement the Council's policies and objectives.
8. Power to take appropriate steps to ensure the Council does not exceed its powers.
9. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
10. In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
11. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
12. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
13. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to



# Cantley with Branton Parish Council

[www.cantleywithbrantonparish.co.uk](http://www.cantleywithbrantonparish.co.uk)

## Calendar Of Full Council Meetings for 2026/27 Commencing at 6 pm

DATE	MEETING
3 <sup>rd</sup> June 2026	Monthly Meeting
1 <sup>st</sup> July 2026	Monthly Meeting
<b>AUGUST</b>	<b>No Meeting – Summer Recess</b>
2 <sup>nd</sup> September 2026	Monthly Meeting
7 <sup>th</sup> October 2026	Monthly Meeting
4 <sup>th</sup> November 2026	Monthly Meeting
2 <sup>nd</sup> December 2026	Monthly Meeting
6 <sup>th</sup> January 2027	Monthly Meeting
3 <sup>rd</sup> February 2027	Monthly Meeting
3 <sup>rd</sup> March 2027	Monthly Meeting
7 <sup>th</sup> April 2027	Monthly Meeting
5 <sup>th</sup> May 2027	Annual Parish Council Meeting

21 <sup>st</sup> April 2027	Annual Parish Meeting (A meeting of the local government electors for the area). The parish meeting must assemble annually between 1 March and 1 June (inclusive).
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**MEETINGS ARE HELD AT THE KILHAM HALL MEETING ROOMS, KILHAM HALL,  
KILHAM LANE, BRANTON, DONCASTER, DN3 3PF**

3. To draft, implement, review, monitor and revise employment policies for staff.
4. To administer and manage the recruitment process including:
  - agreement of the application pack to include a job advert, job description, person specification and application form.
  - short listing of candidates
  - setting an interview date and carrying out interviews
  - select a suitable candidate for the role from those interviewed and make recommendation to full council (full council to approve appointment and agree salary to be offered).
  - Chair of staffing committee to make verbal offer, subject to satisfactory references and liaise with successful candidate prior to commencement of employment.
  - Chair of staffing to obtain references
  - Chair of staffing to liaise with new employee and provide a statement of particulars/contract of employment on day one of employment.
5. Salary recommendations for new staff and regrading recommendations for existing staff will be made to the full council and this body will decide these.
6. To arrange the execution of new employment contracts.
7. To have delegated powers to consider and implement/negotiate any changes to contract terms, which are required to comply with staffing law, health and safety law and terms and conditions of service as laid down by the National Joint Council (NJC "Green Book") (excluding salary level decisions, see 3 above).
8. The committee will be the line manager of the Clerk.

The committee will nominate a councillor who will have responsibility for day to day liaison with the officer in consideration of working conditions, holiday/leave arrangements; sickness; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload and general well-being of the clerk in his/her work.

The liaison councillor will arrange and lead on appraisals for the Clerk.

The liaison councillor will not have decision making powers but will report the liaison/discussions with the Clerk to the Staffing Committee should any decisions be required on any issue.

The liaison councillor, in dialogue with the Clerk, will set targets with realistic timescales to achieve them. The targets will be reported to the committee and reviewed under paragraph 8 below.
9. To establish and review performance management (including staff appraisals, which will be held in October each year) and staff training programmes.
10. To manage the process leading to the redundancy of staff.
11. To monitor and address regular or sustained staff absence.
12. To make recommendations on any staffing related expenditure to the full Council.
13. To consider any appeal against a decision in respect of pay.
14. To handle grievance or disciplinary matters (and any appeal (different councillors) in accordance with the adopted policies of the Council, which must accord with the ACAS Codes of Practice on grievance and disciplinary matters.
15. To manage the payroll and review the performance of any payroll company used by the Council, on an annual basis.
16. To implement, monitor and review staff pension arrangements.

Where the Committee feels necessary, it may refer any decision for which it has delegated authority, to the full council.

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## 1. General

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

5e	Plant Trough	Butterfly Trail	Apr-21	£16.00	
5f	6 x Wood Planters	Kilham Hall	Oct-14	£240.00	
5g	Christmas Lights	KHHS	1999/2008	£750.00	
				£472.00	
			2020 2023	£163.00	
	2026	£1,278.00			
5f)	Christmas tree	Glen Road	2019	£424.00	£72,000
5g)	Christmas tree	Whiphill Top Lane/Donc Rd	2021	£2,569.00	
5h)	Christmas tree	Bawtry Road	2022	£2,910.00	
5i)	Christmas Infrastructure	Old Cantley Roundabout	2021	£6,268.00	
		Whiphill Top Lane/Doncaster Rd			
		Bawtry Rd Warren Park	2022	£3,180.00	
			2026	£2,856.07	
5j)	3 x Composite benches	KHP	01/12/2021 & 2024	£3.00	
5k)	66 Lamppost Poppies	P/KH	Jul-22	£198.00	
5l)	Tommy Silhouette	P/KH	Nov-22	£200.00	
	Tommy Silhouette	P/KH	Apr-23	£200.00	
	Tommy Silhouette	P/KH	Jun-24	£200.00	
	Female Silhouette	P/KH	Dec-25	£375.00	
5m)	Grit Bin	KH	Feb-18	£45.00	
5n)	Defibrillator	KH	Nov-17	£1,167.00	
	Defibrillator & Cabinet	P - Ava Court	Aug-22	£1,512.00	
	Defibrillator & Cabinet	OC	Apr-24	£990.00	
5o)	3 Water Butts	KH	Jun-24	£1.00	
<b>Mowers and Machinery</b>					
6a	Garden Mower	KHHS	2014	£333.00	£6,000
6b	Hedge Cutter	KHHS	Aug-15	£299.00	
6c	Garden Strimmer	KHHS	2021	£359.00	
6d	Gardening/Tool Items As per inventory	KHHS	2000+	£500.00	
6e	Hedge Cutter	KHHS	2024	£207.00	
<b>Gates and Fences</b>					
7a	Metal Gates/Fence/ Parking bollards	KH Car park	2013/2019	£6,650.00	£36,000
		KH Car park	2019	£855.00	
7b	Fencing	Donc Rd Grden	Jan 15/Sep16	£1,755.00	
7c	Birdsmouth Fencing	Valley Drive	Oct-17	£1,420.00	
	Community Assets	See List		£1,226.00	
<b>Ground Surfaces</b>					
8a	Kilham Hall Car Park	KH	1998	£63,985.00	£165,582
8b	MUGA Surface	KHP	2024/2025	£74,000.00	
<b>Sports Equipment</b>					

18/09/1991	Agreement Doncaster Metropolitan Borough Council and Cantley with Branton Parish Council - relating to Land at Whiphill Top Lane/Kilham Lane, Branton		
04/10/1995	Property Title & Charges Registers relating to Land at New Road, Branton (Doncaster Rd Garden) - No Deeds available but correspondence and HM Land Registry documents available re: Ownership		
19/10/2005	Agreement - Doncaster Metropolitan Borough Council and Cantley with Branton Parish Council - Land situated at Kilham Lane, Branton		
11/11/2009	Trust Deed - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
09/03/2010	Lease - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
01/11/2010	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
2016	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
2017	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
12/10/2021	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
24/11/2022	Deed of Variation - Cantley with Branton Parish Council and Kilham Hall Management Committee relating to Kilham Hall Community Centre		
18/02/2025	Licenses (3 yrs) between City of Doncaster Council and Cantley with Branton Parish Council - Land at top of Brockholes Lane/Doncaster Road, Branton		

Christmas										
Npower - Glen Rd Xmas Illuminations	Annually							22.65	1.13	23.78
Armthorpe Elmfield Band (Carols Around the Tree)	Annually							200.00		200.00
Christmas Plus (Illuminating Old Cantley Trees)	Annually							1,100.00	220.00	1320.00
	<b>TOTAL</b>	2760.99	2276.60	0	5021.91	500.00	0	2022.65	1005.71	<b>43826.08</b>

Hire of Kilham Hall Park/Meeting Rooms	April 2026	April 2027
Home Working	December 2023	November 2027
Induction	April 2026	April 2030
Internet Banking Policy	March 2026	Annually
Investment Policy	April 2026	Annually
IT Policy	January 2026	Annually
Litter Pick	April 2023	April 2026
Lone Worker	February 2026	February 2028
Media	February 2026	February 2028
Meeting Attendance	February 2026	Annually
Menopause	August 2023	July 2026
Members Allowance	March 2025	September 2026
Member/Officer Relations	June 2024	June 2026
Mobile Phone	October 2023	September 2026
Parental Leave Policy	September 2024	July 2027
Pay	April 2026	April 2027
Pensions and Retirement	September 2021	September 2026
Publication Scheme	February 2026	Annually
Recording of Meetings	August 2023	August 2025
Records Management	March 2026	March 2028
Recruitment and Selection	February 2025	February 2028
Reserves	April 2026	April 2027
Risk Management	March 2026	March 2028
Safeguarding Children	July 2025	Annually
Scheme Of Delegation	February 2026	February 2028
Security Incident	July 2025	Annually
Shared Parental Leave Policy	September 2024	July 2027
Sickness Absence	February 2025	February 2028
Site Booking Form		
Social Media	June 2024	June 2026 or earlier should legislation/practice require
Standing Orders	July 2025	Annually
Terms of Use	March 2024	March 2026
Training & Development	April 2026	April 2027
Tree Management Policy & Tree Inspection Report	January 2024	December 2028
Volunteer	August 2023	July 2026
Website Accessibility Statement	August 2020	Annually
Website Management Policy	December 2023	November 2026
Whistleblowing	March 2026	March 2028

Updated: April 2026

the amounts included in the approved budget.

14. The Parish Clerk, in consultation with Councillors, to make comment on planning applications submitted to Cantley with Branton Parish Council by City of Doncaster Council within the statutory 21 day consultation period if the deadline is before the next Council meeting.

**(b)** Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities,
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

**Review**

The Staffing Committee's terms of reference are to be reviewed annually at the first meeting after the Annual Council meeting and recommendations for alteration to be made to the full council.

**Adopted by:** Council at its meeting on 7<sup>th</sup> May 2026.

**Review date:** Annually

## **INTRODUCTION**

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

### **HOW TO USE MODEL STANDING ORDERS**

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

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

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

- **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
  - authorise any grant or single commitment in excess of £500; and

## **2. Risk management and internal control**

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

9a	MUGA Equipment	KHP	2024	£23,000.00	£30,711
9b	Bike rack	KHP	2024	£45.00	
	<b>TOTAL 2020</b>			<b>£110,948.74</b>	
	<b>TOTAL 2021</b>			<b>£114,351.70</b>	
	<b>TOTAL 2022</b>			<b>£130,817.00</b>	
	<b>TOTAL 2023</b>			<b>£130,817.00</b>	
	<b>TOTAL 2024</b>			<b>£213,203.00</b>	
	<b>TOTAL 2025</b>			<b>£378,746.46</b>	
	<b>TOTAL 2026</b>			<b>£381,186.66</b>	

<sup>1</sup> KH = Kilham Hall Building (MR = KH Meeting Rooms)

KHP = Recreation Ground at Kilham Lane DN3 3PF (KHHS = Handyman's Storeroom)

BT – Butterfly trail

RSG = Rose Garden on Whiphill Top Lane DN3 3NU

P = Within the parish boundary (OC = Old Cantley)

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

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

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the council

immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

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

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

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

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

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

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

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

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

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

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

- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of**

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 10 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **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.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

**contract opportunities and the publication of notices about the award of contracts.**

- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council for any items below £2,000 excluding VAT.
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
  - the council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding

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

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
  
- s The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
  
- t **A councillor or a non-councillor with voting rights who has a**
  - **disclosable pecuniary interest or another interest as set out in the**
  - **Council's code of conduct in a matter being considered at a meeting is**
  - **subject to statutory limitations or restrictions under the code on their**
  - **right to participate and vote on that matter.**
  
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

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

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

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

## **6. Banking and payments**

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

- v **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.
- w 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 the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk 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.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

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

## **5. ORDINARY COUNCIL MEETINGS**

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

- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. One councillor who is authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk/RFO and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Payment cards**

- 8.1. 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 £1000 unless authorised by council in writing before any order is placed.

**give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

- 8.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 8.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and Handyman/Gardener and any balance shall be paid in full each month.
- 8.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £500 including VAT, incurred in accordance with council policy.

## **9. Payment of salaries and allowances**

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

## **10. Loans and investments**

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

legislation (*see also standing orders 11, 20 and 21*);

- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

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

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

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

## **11. Income**

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

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

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

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

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

11.6. The RFO shall ensure that VAT is correctly recorded and any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

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

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

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

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

8. **VOTING ON APPOINTMENTS**

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

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

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 8 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

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

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

### **15. Insurance**

- 15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 15.2. The RFO shall be notified of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

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

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

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

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

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

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

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

shall include deciding who has access to personal data and encryption of personal data.

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

## 12. **DRAFT MINUTES**

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a**

## **Appendix 1 - Tender process**

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

- **website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

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

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

*See also standing order 3(u).*

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

the dispensation is required.

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

**14. CODE OF CONDUCT COMPLAINTS**

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

**15. PROPER OFFICER**

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

- b The Proper Officer shall:**

- i. at least three clear days before a meeting of the council, a committee or a sub-committee,**
  - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
  - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 8 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not

be used without a resolution to that effect.  
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council

(receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

**18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £60,000 or due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least

one councillor after the deadline for submission of tenders has passed;

- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

#### 19. HANDLING STAFF MATTERS

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

responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

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

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

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

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

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

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

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

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

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

## Glossary of Terms

Term	Definition
<b>Amendment</b>	<p>A minor change or addition designed to improve the motion that is being discussed.</p> <p>e.g. if the motion was to buy three computers, someone may propose an amendment to also buy three chargers.</p>
<b>Annual Meeting of the Council</b>	A special meeting of the Full Council that takes place once a year in order to elect the Chairman and Committee members for the year ahead.
<b>Annual Parish Meeting</b>	A meeting called for all electors in the parish – not necessarily by the Parish Council.
<b>Committee, SubCommittee, Standing Committee</b>	<p>A group of Councillors appointed for a specific function by the Council, which may hold certain delegated powers to make their own decisions.</p> <p>e.g. the Staffing Committee which consists of 4 Councillors and has decision making powers regarding the Council's staffing issues.</p>
<b>Working Group</b>	<p>A group of Councillors and officers that is formed to research and discuss a specific topic.</p> <p>E.g. if we were to hold an event a working group could be formed to discuss planning.</p>
<b>Dispensations</b>	Special permissions to be present at and/or vote on an item which they have an interest in.
<b>Extraordinary meeting</b>	This is a special meeting called by the Chairman of the Council, or the Chairman of the Committee when the extraordinary meeting is a Committee meeting. It can also be called by Councillors who do not chair a Committee (see SO 6).
<b>Interests</b>	<p>If a Councillor has an interest in an item, it effectively means they, or someone they are in a relationship with, may somehow be affected by a resolution pertaining of that item.</p> <p>A pecuniary interest is a business or financial interest, that is that they could be financially effected by a resolution regarding that item.</p>
<b>Motion</b>	A motion is a formal proposal of words to be voted on.
<b>Moved/Proposed and Seconded</b>	Moved is when a motion is put to the vote. A moving needs someone to propose it, and someone else to support that proposal (seconded)
<b>Ordinary Meeting</b>	The pre-arranged regular meetings of the Full Council, or it's Committee.
<b>Original Motion</b>	The first version of a motion.
<b>Point of Order</b>	A query in a formal debate or meeting as to whether correct procedure in Standing Orders is being followed.

<b>Precept</b>	The sum of money the Parish Council requests from the City of Doncaster Council as their share of the Council Tax collected.
<b>Proper Officer</b>	The Clerk or the relevant staff member nominated by the Council to act on the Council's behalf.
<b>Quorum</b>	The minimum number of Councillors that must be present to make the proceedings of that meeting valid. If there are enough Councillors present the meeting is called quorate, if it is not the meeting is called inquorate.
<b>Representations</b>	When a person provides a statement at a meeting, such as to support the recommendation of that item, then they are making a representation.
<b>Resolution</b>	A resolution is a motion that has been carried by majority vote.
<b>Responsible Financial Officer (RFO)</b>	This is the Council employee (Clerk) who is accountable for all the financial records of the Council and the careful administrations of its finances.
<b>Special Motion</b>	This is a motion written in advance of the meeting and submitted to the Proper Officer. Special motions are required for items such as to reverse a resolution earlier than 6 months.
<b>Substantive Motion</b>	When a motion has been amended that amended version becomes the substantive, or the "new" motion in front of Councillors.
<b>Substitute</b>	A Councillor nominated to take the place of another Councillor, and vote on their behalf, at a Committee particular meeting.