

Forest Row Parish Council

Clerk: Mr David o'Driscoll
Email: parishclerk@forestrow.gov.uk



(Office Hours: Monday to Friday 9am to 4pm)

To: All members of FOREST ROW PARISH COUNCIL:
Cllrs. Josephson (Chairman), Davies, Hill,
R Lewin, T Lewin, McNally, Miller, Moore, Pritchitt,
Rosenboom, Summers, Williams, Withers and
Wogan

Community Centre
Hartfield Road
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East Sussex
RH18 5DZ

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Dear Sir/Madam,

Your attendance is required at the Annual Meeting of
the FOREST ROW PARISH COUNCIL to be held on
TUESDAY 19th MAY 2020 in the Rose Room of the

Date: 13 May 2020

Community Centre at **1.30PM.**

Mr David O'Driscoll
Clerk to Forest Row Parish Council

THE FIRST FIFTEEN MINUTES WILL BE AVAILABLE FOR RELEVANT QUESTIONS AND
REMARKS FROM THE PUBLIC – IF ANY. MEMBERS OF THE PUBLIC ARE WELCOME TO STAY
AND OBSERVE THE REST OF THE MEETING.

AGENDA

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR AND TO RESOLVE THAT THE DECLARATION OF OFFICE BE SIGNED WITHIN 24 HOURS
2. TO RECEIVE APOLOGIES FOR ABSENCE
3. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS
4. TO RESOLVE TO POSTPONE UNTIL THE NEXT MEETING OF FULL COUNCIL:
CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETING OF FULL COUNCIL
5. TO RESOLVE TO POSTPONE UNTIL THE NEXT MEETING OF FULL COUNCIL:
THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION
6. TO RESOLVE TO POSTPONE UNTIL THE NEXT MEETING OF FULL COUNCIL:
CLARIFICATION OF ACTIONS FROM LAST MEETING
7. TO RESOLVE THAT IN MATTERS 13-15 & 18-29 INCLUSIVE OF THIS AGENDA, IF ANY SUCH MATTER IS NOT CONFIRMED OR APPROVED, ANY FURTHER RESOLUTION PERTAINING THERETO SHALL BE POSTPONED TO A MEETING DATE TO BE FIXED AND THE CURRENT *STATUS QUO* SHALL APPLY PENDING SUCH MEETING
8. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
ELECTION OF THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR
AND TO RESOLVE TO CONFIRM THE CURRENT VICE-CHAIR PENDING SUCH MEETING
9. TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION
10. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE MEMBERS OF STANDING COMMITTEES FOR THE COMING YEAR
AND TO RESOLVE TO CONFIRM THE CURRENT MEMBERSHIP PENDING SUCH MEETING

11. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE CHAIRMEN OF COMMITTEES
AND TO RESOLVE TO CONFIRM THE CURRENT CHAIRMEN PENDING SUCH MEETING
12. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE VICE-CHAIRMEN OF COMMITTEES
AND TO RESOLVE TO CONFIRM THE CURRENT VICE-CHAIRMEN PENDING SUCH MEETING
13. TO APPROVE STANDING ORDERS
14. TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK ASSESSMENT
15. TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING RISK ASSESSMENTS
16. TO REAFFIRM ADOPTION OF THE GENERAL POWER OF COMPETENCE
17. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES
AND TO RESOLVE TO CONFIRM THE CURRENT REPRESENTTIVES PENDING SUCH MEETING
18. TO CONFIRM THE DESIGNATED SAFEGUARDING OFFICER
19. TO CONFIRM THE INTERNAL AUDITOR
20. TO APPROVE THE ASSET REGISTER
21. TO APPROVE THE INSURANCE SCHEDULE
22. TO APPROVE THE DRAFT SCHEDULE OF MEETINGS FOR THE COMING YEAR
23. TO CONFIRM RE MEMBERS' & CHAIRMAN'S ALLOWANCES FOR THE COMING YEAR
24. TO CONFIRM SUBSCRIPTIONS
25. TO APPROVE THE SCHEDULE OF DIRECT DEBITS
26. TO CONFIRM THE MILEAGE ALLOWANCE
27. TO CONFIRM BANK ACCOUNT SIGNATORIES
28. TO APPROVE THE RESERVES BUDGET FOR 2020-21
29. TO CONFIRM STAFF TERMS AND CONDITIONS (AS SUPPLIED CONFIDENTIALLY TO MEMBERS)
30. TO CONSIDER NOTICES/CONSULTATIONS/CORRESPONDENCE NOT OTHERWISE DEALT WITH
31. TO RESOLVE RE THE DURATION OF VIRTUAL MEETINGS
32. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

“This meeting will be held electronically via ZOOM, and the meeting ID and password will be circulated separately to Members. The meeting is also open to public attendance (with an initial period for public questions), but for security reasons, any member of the public wishing to participate is asked to telephone or email the Parish Clerk in advance (01342 822661 or parishclerk@forestrow.gov.uk) for the access codes.”

ANNUAL MEETING OF COUNCIL**BACKING PAPERS FOR 19th MAY 2020**

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**COUNCILLORS' BRIEFING FOR THE
ANNUAL MEETING OF THE COUNCIL**

19th MAY 2020

Preliminary note: To save time and simplify the logistics of a 'virtual' meeting, a number of standard provision of the Annual Meeting are (within the spirit of the current emergency legislation) proposed to be deferred to a future meeting and the current position in each case confirmed pending such meeting.

The Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority & Police & Crime Panel Meetings) (England & Wales) Regulations 2020

1. TO ELECT THE CHAIRMAN FOR THE COMING YEAR (AND SIGN THE DECLARATION OF ACCEPTANCE OF OFFICE)

The Chairman must be an elected member. If there is an equality of votes, the person presiding has the casting vote.
(Under the current emergency legislation, this can be postponed, but it seems more appropriate to deal with this important step immediately)

Local Government Act (LGA) 1972, sect 15

2. TO RECEIVE ANY APOLOGIES FOR ABSENCE.

3. TO RECEIVE ANY DECLARATIONS OF INTEREST & WRITTEN REQUESTS FOR DISPENSATION IN RESPECT OF DISCLOSABLE PECUNIARY INTERESTS

Any changes from the form previously completed should be lodged with the District Council and copied to the Clerk.

4. TO RESOLVE TO POSTPONE CONSIDERATION OF THE RECORDS OF THE PREVIOUS MEETING OF FULL COUNCIL.

It is suggested consideration be postponed to the next meeting of Full Council scheduled for 26/05/2018

5. TO RESOLVE TO POSTPONE THE CLERK'S REPORT ON MATTERS NOT REQUIRING A DECISION

As per item 6

6. TO RESOLVE TO POSTPONE CLARIFICATION OF ACTIONS FROM LAST MEETING

As per item 6

7. TO RESOLVE THAT IN MATTERS 13-15 & 18-29 INCLUSIVE OF THIS AGENDA, IF ANY SUCH MATTER IS NOT CONFIRMED OR APPROVED, ANY FURTHER RESOLUTION PERTAINING THERETO SHALL BE POSTPONED TO A MEETING DATE TO BE FIXED AND THE CURRENT *STATUS QUO* SHALL APPLY PENDING SUCH MEETING

Because this meeting is being held 'virtually' and to save time in the absence of face-to-face discussion, it is suggested that if any of the numbered points raise points of objection, such points should be deferred to a future meeting.

**8. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
ELECTION OF THE VICE-CHAIR OF COUNCIL FOR THE COMING YEAR / AND TO
RESOLVE TO CONFIRM THE CURRENT VICE-CHAIR PENDING SUCH MEETING**

9. TO CONFIRM THE COMMITTEE STRUCTURE & SCHEME OF DELEGATION

A copy of the Scheme of Delegation (as amended 2019) is attached to the backing papers.

**10. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE MEMBERS OF STANDING COMMITTEES FOR THE
COMING YEAR / AND TO RESOLVE TO CONFIRM THE CURRENT MEMBERSHIP
PENDING SUCH MEETING**

A copy of the current membership (with the Chairs & Vice-chairs indicated for the following items) is attached to the backing papers

**11. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE CHAIRMEN OF COMMITTEES / AND TO RESOLVE TO
CONFIRM THE CURRENT CHAIRMEN PENDING SUCH MEETING**

**12. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED:
APPOINTMENT OF THE VICE-CHAIRMEN OF COMMITTEES / AND TO RESOLVE
TO CONFIRM THE CURRENT VICE-CHAIRMEN PENDING SUCH MEETING**

13. TO APPROVE STANDING ORDERS

We amended the Standing Orders in some detail in 2018, following the re-issue of model S/O's by NALC and some necessary updating of our own. No further amendments having been proposed, it is suggested that the current text be simply proposed for re-adoption. The full text is annexed.

**14. TO APPROVE FINANCIAL REGULATIONS INCLUDING THE FINANCIAL RISK
ASSESSMENT**

The Financial Regs underwent significant review by Cllr R Lewin following the NALC model regulations. The revised text was approved by Finance & Policy on 14th January and referred to Full Council for ratification. No Full Council meeting has since taken place, so this meeting is the first opportunity for ratification. The agreed revised text is attached for approval.

Also attached is the financial risk assessment. The external auditors indicated the need for explicit reference in the minutes to approval of this document.

**15. TO APPROVE STANDING POLICIES INCLUDING ALL OTHER STANDING
RISK ASSESSMENTS**

A major review of Standing Policies took place prior to the Annual Meeting of 2018, and the text was approved that Annual Meeting (AM18/16).

Since then there have been two modifications. The youth policy was reviewed by a working group and reissued as a joint policy & delivery plan in January 2020. The environmental policy has also been reviewed by a working group, and suggestions made by Finance & Policy have been incorporated.

The full text of these two policies is attached for ratification.

The bulk of the remaining unchanged policies are simply listed: if anyone needs sight of the full text of any item, please ask in advance of the meeting.

Standing Orders
(S/O) 4(d)

<p>A list is also supplied of the standing (non-financial) risk assessments. Obsolete assessments have been weeded out, and the rest checked through. No substantive amendments have been needed. If anyone needs sight of the full text of any item, please ask in advance of the meeting.</p>	
<p>16. TO RE- AFFIRM THE GENERAL POWER OF COMPETENCE Forest Row Parish Council enjoys the ‘General Power of Competence’ under the Localism Act 2011, which permits the Council “to do anything that individuals generally may do”. Once adopted (which it was in 2019 as an election year), the GPC continues without need for renewal until the next election year. However, since the power contributes a great deal to the smooth operation of this Council’s business, it is helpful to re-affirm the commitment to its adoption at each Annual Meeting.</p>	<p>Localism Act 2011 s.1 SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012</p>
<p>17. TO RESOLVE TO POSTPONE TO A MEETING DATE TO BE FIXED: APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES / AND TO RESOLVE TO CONFIRM THE CURRENT REPRESENTATIVES PENDING SUCH MEETING The list of current representatives is attached.</p>	
<p>18. TO CONFIRM THE DESIGNATED SAFEGUARDING OFFICER - this is customarily the Clerk.</p>	<p>Children Act 2004 sect. 11</p>
<p>19. TO CONFIRM THE INTERNAL AUDITOR – Mulberry & Co have now discharged this function for five years and remain extremely effective. I have researched the question and there is no rule of law or regulation that requires a change of auditor after a fixed period. It is therefore proposed that their appointment be confirmed. (Over the past year the audit has in fact been conducted by an associate member of Mulberry & Co, rather than Mr Mulberry himself).</p>	
<p>20. TO APPROVE THE ASSET REGISTER – summary schedule attached: note this incorporates the 2017 revaluation of the estate buildings. Please note also that the new VENUe building is included.</p>	
<p>21. TO APPROVE THE INSURANCE SCHEDULE – current schedule attached. The insurance contract is due for renewal in July/August of this year</p>	
<p>22. TO APPROVE THE DRAFT SCHEDULE OF MEETINGS FOR THE COMING YEAR The schedule for the coming year is attached.</p>	
<p>23. TO CONFIRM RE COUNCILLORS’ & CHAIRMAN’S ALLOWANCES FOR THE COMING YEAR The Remuneration Panel issued its annual report in November 2019 (full report available for inspection if required) and recommended that elected Members of a Council of Forest Row’s size should now qualify for a basic allowance of £413 and the Chairman for £649. For Council to decide on what they wish to do this year.</p>	<p>The Local Authorities (Members’ Allowances) (England) Regulations 2003</p>

24. TO CONFIRM SUBSCRIPTIONS – current schedule attached.

25. TO APPROVE THE SCHEDULE OF VARIABLE DIRECT DEBITS - attached

26. TO CONFIRM THE MILEAGE ALLOWANCE - HMRC continue to fix the non-taxable rate at 45p/mile.

27. TO CONFIRM BANK ACCOUNT SIGNATORIES (current list attached)

28. TO NOTE & ADOPT THE RESERVES BUDGET FOR 2018-19

As previously noted, the year-end figures for 2019-2020 have allowed us slightly to increase the draft reserves budget provided to Council in December. The formal schedule is attached, together with the annotated reserves policy, for Council's approval.

29. TO CONFIRM STAFF TERMS & CONDITIONS - A confidential summary will be emailed separately to Members.

30. TO CONSIDER NOTICES/CONSULTATIONS/CORRESPONDENCE NOT OTHERWISE DEALT WITH

At the time of drafting this briefing note, there are none: most of such matters now tend to be dealt with via Councilors Reading/ Briefing.

31. TO RESOLVE RE THE DURATION OF VIRTUAL MEETINGS

Standing Orders (3y) provide that no meeting of Council or Committee shall last beyond 2½ hours, but it is thought that this might prove excessive for 'on screen' meetings. Members are invited to consider what might be a sensible time limit for virtual meetings (with limited agendas if required).

32. TO NOTE ITEMS FOR FUTURE CONSIDERATION BY FULL COUNCIL OR REFERRAL TO COMMITTEE

To include any matters deferred from this meeting

Financial Regs
6.7



FOREST ROW PARISH COUNCIL SCHEME OF DELEGATION

This Scheme of Delegation authorises the Proper Officer and Responsible Financial Officer (which may be one and the same person), Committees and Sub-committees and Working Groups of the Council to act with delegated authority in the specific circumstances detailed.

1. RESPONSIBLE FINANCIAL OFFICER DUTIES & POWERS

- 1.1 The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- 1.2 The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

2. PROPER OFFICER DUTIES & POWERS

- 2.1 The Parish Clerk shall be the Proper Officer of the Council and as such is specifically authorised to:
 - 2.1.1 Receive declarations of acceptance of office;
 - 2.1.2 Receive and record notices disclosing interests at meetings;
 - 2.1.3 Receive and retain plans and documents;
 - 2.1.4 Sign Notices or other documents on behalf of the Council;
 - 2.1.5 Receive copies of By-laws made by another local authority;
 - 2.1.6 Certify copies of By-laws made by the Council;
 - 2.1.7 Sign and issue summonses to attend meetings of the Council.
 - 2.1.8 Keep proper records for all Council Meeting
 - 2.1.9 Notify the Returning Officer of any casual vacancies and liaise with him regarding the conduct of elections
- 2.2 In addition, the Parish Clerk has the delegated authority to undertake the following matters on behalf of the Council:
 - 2.2.1 The day to day administration of services, together with routine inspection and control.
 - 2.2.2 Day to day supervision and control of all staff employed by the Council.
 - 2.2.3 Authorisation of routine expenditure within the agreed budget.
 - 2.2.4 As defined by Standing Orders, Emergency expenditure up to £2,500 outside of the agreed budget.

- 2.2.5 The consideration of minor planning applications in consultation with nominated members of the Planning Committee
 - 2.2.6 Dealing with all press and public relations on behalf of the Council
- 2.3 Delegated actions of the Parish Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

3. COUNCIL

- 3.1 The following matters are reserved to the Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- 3.1.1 Setting the Budget & Precept.
- 3.1.2 Borrowing money.
- 3.1.3 Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- 3.1.4 Making, amending or revoking By-laws.
- 3.1.5 Making of Orders under any Statutory powers.
- 3.1.6 Matters of principle or policy.
- 3.1.7 Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- 3.1.8 Authorising the incurring of expenditure not provided within the approved budget.
- 3.1.9 Approval of the Annual Return (Statement of Accounts).
- 3.1.10 Approval of the year end accounts.
- 3.1.11 Any proposed new undertakings (e.g. community/youth facilities).
- 3.1.12 Prosecution or defence in a court of law;
- 3.1.13 Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- 3.1.14 Creation of Committees and membership therein.
- 3.1.15 Consideration of eligibility to use the Power of Well Being or the Power of General Competence as appropriate.
- 3.1.16 Confirming the appointment of the Parish Clerk.
- 3.1.17 Annual appointment of Child Protection Officer.

4. COMMITTEES

- 4.1 Sections 102 & 103 Local Government Act 1972 allows for the discharge of the Council's functions by a Committee, a Sub-Committee or an Officer of the Council.
- 4.2 Committees and Sub Committees shall, at all times, act in accordance with the Council's Standing Orders, Financial Regulations and this Scheme of Delegation, where applicable, and may only be

exercised where sufficient budgetary provision exists, or can be varied from the approved budget of the Committee. The Committees must operate within the statutory framework of powers and duties granted by way of rules, regulations, schemes, statutes, by-laws or orders made and with any directions given by the Council from time to time.

- 4.3 Committees, unless the Council otherwise directs, may arrange to devolve any of its functions to one or more Sub-Committees or to Officers of the Council in accordance with Standing Orders.
- 4.4 Standing Committees (not including the Finance & Policy Committee) shall appoint a Vice-Chairman at the Annual Meeting of Council, the Chairman having also been appointed at that Meeting. The Finance & Policy Committee shall be constituted immediately thereafter in accordance with Standing Order 4(d)(vii).
- 4.5 Committees shall meet within the timetable approved by the Council at its Annual Meeting.
- 4.6 Reference should be made to Standing Orders in relation to rescinding decisions of Council
- (a) A resolution shall not be reversed within six months except either by a proposal termed 'a special motion', which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with Standing Order 10, or by a proposal moved in pursuance of the recommendation of a committee or a sub-committee.
 - (b) When a proposal moved pursuant to Standing Order 8(a) has been disposed of, no similar proposal may be moved within a further 6 months.
- 4.7 Meetings shall be open to the public and press 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 and press's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public and press's exclusion:
- 1. Engagement, terms of service, conduct and dismissal of employees;
 - 2. Terms of tenders, proposals and counter-proposals in negotiation for contracts;
 - 3. Preparation for cases in legal proceedings; and
 - 4. Early stages of any dispute.
- 4.8 All members of the Council shall receive agendas, minutes and supporting papers of all Committees (with the exception of Personnel & Grievance Sub-Committee).
- 4.9 Notice of meetings and Agendas of the Committee and Sub-Committee Meetings shall be lodged on the Council's Notice boards and uploaded on to the Council's website.
- 4.10 Minutes of Committee Meetings shall be kept at the Parish Council Office and uploaded onto the Council's website.
- 4.11 Only members of the Committee may vote on agenda items. Non-members of the Committee will be allowed to speak on an agenda item on the approval of the Chairman of that Committee.

5. STANDING COMMITTEES OF THE COUNCIL

Standing Orders states that the Chairman and Vice-Chairman of the Council shall be members of every committee. They are not ex-officio, but full voting members of the Committees.

5.1 FINANCE AND POLICY COMMITTEE

The **Finance & Policy Committee** shall consist of the **Chairmen and Vice Chairmen of the 4 other standing committees plus the Chairman and Vice-Chairman of the Council (if the Chairman and Vice Chairman of the Council are represented on this committee in another capacity then a maximum of two other Members of the Council shall be elected)** with a **Quorum of 4** and be delegated to make decisions on behalf of the Council in the following matters:

- Manage and control the Council's finances including liaison with Internal and External Auditors and any other outside body deemed necessary
- Maintaining a continuous internal audit system
- Administrative affairs of the Council and other Establishment matters
- Prepare the Council's Annual Financial Plan for the purpose of a Precept being agreed by Full Council
- Receiving & considering the reports of the Internal & External Auditor and monitoring the implementation of approved action plans
- Consider the Corporate Governance of the Council e.g.
 - Risk Management
 - Insurance
 - Health & Safety
 - Emergency Planning
- Consider and make recommendations for the amendment of Standing Orders
- Consider and determine the Council's obligations with regard to Government initiatives e.g. Quality Status, Power of Well Being, General Power of Competence, Freedom of Information, Data Protection etc.
- Consider and determine all aspects of wayleaves across Council land
- Policy formulation in respect to finance and develop strategies for the delivery of these policies
- Consideration and approval of any grant applications received
- Authorise any discretionary expenditure within the meaning of s137 Local Government Act 1972 as amended by s36 Local Government & Housing Act 1989
- Liaison with specialist consultants, advisors, professional bodies or associations as required to enable the Council to discharge its functions
- Undertaking any Reviews in relation to the Council's Code of Practice for handling Complaints and Freedom of Information Refusals
- All matters relating to Staff, based on recommendations made by the Personnel Sub-Committee. This Committee may decide that it wishes to refer such matters to the Council for final decision, subject to the matters reserved for final decision for legal reasons.
- Consider and determine ways in which the council can engage with the electorate and public at large e.g. Media, Website, Newsletters and Annual Reports

- Organisation of Events and Competitions
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year.

5.1.1 PERSONNEL & GRIEVANCE COMMITTEE

The Personnel & Grievance Committee shall consist of 3 Members of the Finance & Policy Committee with a Quorum of 2 and be delegated to make decisions on behalf of the Committee in the following matters:

- Hearings for Grievance and Capability matters in accordance with the Council’s Grievance and Disciplinary Procedure to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Dealing with any Disciplinary and Capability matters to a final conclusion, only reporting to Council when the time for any Appeal has passed.
- Hearing any complaints in accordance with the Council’s Code of Practice for Handling Complaints and Freedom of Information requests
- Appraisal of the Parish Clerk.
 - Salaries (in association with the Policy Committee);
 - Conditions of Service;
 - Staff levels;
- Consideration of staffing reviews
- Recruitment and selection of staff
- Preparation and maintenance of employment documentation including:
 - Job Descriptions
 - Person Specifications
 - Contracts of Employment
 - Health and Safety Policies and Procedures
- Any other matter which may be delegated to it by the Finance & Policy Committee from time to time

Meetings – as and when required, but at least twice per year.

It is vital that the Personnel & Grievance Committees keeps confidential its deliberations and decisions in cases of Grievance, Disciplinary and Capability hearings, because if an Appeal against a decision is received it must, legally and in the interests of fairness, be heard again by elected members with no prior knowledge of the case.

In order to ensure as far as possible that such matters as Appraisal, Grievance, Disciplinary and Capability issues are dealt with professionally and in accordance with Employment legislation, all members of the Personnel & Grievance Committees must agree to undertake training in these matters

5.2 AMENITIES & SERVICES

The Amenities and Services Committee shall consist of 8 Members (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and be delegated to make decisions on behalf of the Council in the following matters:

- Carry out such things as are deemed necessary and in accordance with approved policies of the Council, to protect, preserve and enhance the local environment and the amenities and interests of the community
 - Forest Row Canal/Stonepark Drive
 - Forester's Link
 - Village Greens and Amenity Land (including trees)
- Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:
 - Village Greens
- Management and control of the Council's allotment sites, including all grounds maintenance/improvement works
- Management and control of the Council's outdoor areas including village greens and amenity land. This to include maintenance and improvement works
- Management and control of the Council's Cemetery, including all grounds maintenance/improvement works
- Oversee the provision and maintenance of the Council's Footway Lighting
- Oversee the provision and maintenance of the Council's recreational areas e.g Play areas & skatepark
- Organise and promote sporting, recreational and leisure activities whether on behalf of the Council or in liaison with other bodies for the benefit of the inhabitants of the Parish, including receiving reports of the Forest Row Sports Ground Association.
- Environmental Matters e.g. Recycling, Litter Promotion and encouragement of sustainable development in the Parish
- Promote and encourage action against all forms of crime and disorder e.g. Community Safety including CCTV
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 4 times per year

5.3 PROPERTY & ASSETS COMMITTEE - shall consist of **9 Members (including the Chairman and Vice-Chairman of the Council)** with a **Quorum of 3** and be delegated to make decisions on behalf of the Council in the following matters

- Oversee the provision and maintenance of the Council's Notice boards
- Oversee the provision and maintenance of the Council's Litter Bins & Seats
- Oversee the provision and maintenance of the Council's Bus Shelters
- Determine policy with regard to the Conditions of Hire and Hire Charges in relation to:
 - Community Centre
- Maintenance and repair of all the buildings and assets owned by the Council:
 - The Community Centre (including Hambro Hall) and gardens
 - Jubilee Garden
 - War Memorial
 - The Venu
 - Car Parks – Community Centre and Weirwood
 - And any future building/asset that the Council may own/manage.
- Any other matter which may be delegated to it by the Council from time to time.

The Committee should appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these assets in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – 3 times per year

5.4 COMMUNITY SERVICES COMMITTEE - shall consist of **10 Members (including the Chairman and Vice Chairman of the Council)** with a **quorum of 3** and be delegated to make decisions on behalf of the Council in relation to specific projects initiated by the Council for the benefit of the community including but not limited to the following matters:

- To oversee the operation of FOREST ROW COMMUNITY TRANSPORT activities:
 - Forest Row Medical Car Ambulance Scheme
 - Forest Row Community Car Hire Club
 - Forest Row Community Cycle Hire Scheme
- To oversee the management of FOREST ROW VILLAGE MARKET
- To oversee the management of 'GAGES' COMMUNITY LUNCH FACILITY
- To oversee the management of the THURSDAY CLUB
- To oversee the management of the YOUTH SERVICE
- Oversee any capital projects which would be deemed to improve the long-term facilities of the Parish.
- Partnership Working including the Community Liaison Group
- To liaise with the Youth & Community Centre Company
- To initiate works and projects within the Parish that progress the localism agenda such as road safety improvements, establishment of community facilities & infrastructure.
- To interface with other community focused initiatives such as the Annual Spring Clean & the Forest Row Festival.
- And any other initiatives that the Parish Council agrees and directs it to take forward.

The Committee should co-opt members from the Community Transport activities and appoint portfolio holders if appropriate.

The Committee to delegate the day to day running of these projects in the interests of the Council to the Clerk/Assistant Clerk. In the event of any situation out of the ordinary, a decision on action to be taken, or the calling of an extra-ordinary meeting, to be taken after consultation with any two of the following and in line with Standing Orders:

- **The Chairman of the Council**
- **The Vice Chairman of the Council**
- **The Chairman of the Committee**
- **The Vice-Chairman of the Committee.**

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings 5 times per year

5.5 PLANNING COMMITTEE

The Planning Committee shall consist of 9 Members of the Council (including the Chairman and Vice-Chairman of the Council) with a Quorum of 3 and shall be delegated to make decisions on behalf of the Council in the following matters:

- Consider and formulate responses to any of the following
 - Applications made to the Planning Authority for planning permission relating to land and property within the Parish e.g. Full, Outline, Reserved Matters, Listed Buildings, Regulation 4, Conservation Area, Advertising Consent and street naming. **All applications of a strategic nature shall be referred to Council**
 - Applications made to the Planning Authority for permission of an environmental nature relating to land and property within the parish e.g. tree felling, tree maintenance, Tree Preservation Orders
 - Development Plans and Revisions and all Statutory and Non-Statutory Plans at national, regional and local level, deemed to have impact on the parish
 - Street Naming
 - Any Local Authority proposals with respect to the stopping up, diversion, maintenance or creation of public rights of way within the Parish
 - Local Authority Planning Enforcement with respect to breaches in planning control/policy
 - Any Highway Authority proposals with respect to highways and traffic regulation orders.
 - Responses to the Government's Planning Inspectorate and other appropriate bodies either in support of or against planning and enforcement appeals made by the owners and developers of land and property and if considered appropriate authorise the attendance of members and officers and the engagement of professional representation at Local Inquiries and Hearings into such appeals
 - Licensing Matters
 - To consider the Strategic Planning agenda, if appropriate
 - Affordable Housing and allocation policy
 - Develop design guide for developments in the Parish if appropriate.
 - Any other matter which may be delegated to it by the Council from time to time
 - Simple Plans: Comments to the local planning authority on simple plans with no objections from neighbouring residents can be made by the Clerk, or in the Clerk's absence, the Assistant Clerk, under delegated powers without calling a Planning Committee meeting. Such delegation to be exercised after consultation with the Chairman or Vice-Chairman of the Planning Committee.

The Committee should appoint portfolio holders and co-opted members if appropriate.

The Committee may refer specific matters to the Council for a final decision if it so wishes. Meetings – every three weeks

6 URGENT MATTERS

- 6.1 In the event of any matter arising which requires an urgent decision notwithstanding delegated powers granted by paragraph 2.2.4 above, the Parish Clerk shall forthwith consult with any two of the Chairman and Vice-Chairman of the appropriate Committee (and also with the Chairman and Vice-Chairman of the Finance Committee if the matter involves expenditure not provided for in the annual budget) and those Members so consulted together with the Parish Clerk shall have

delegated power to act on behalf of the Council in respect of the particular matter then under consideration.

- 6.2 Before exercising the delegated powers granted by paragraph 6.1 above, those Members consulted shall consider whether the matter is of sufficient interest to justify the summoning of an Extra-Ordinary Meeting of the appropriate Committee and where a meeting is so summoned the Committee concerned shall have delegated power to act on behalf of the Council in respect of the particular matter then under consideration.
- 6.3 Before exercising the delegated powers granted by paragraph 6.1 above, the Committee concerned shall consider whether the matter is of sufficient importance to justify recommending to the Chairman that an Extra-Ordinary Meeting of the Council should be called.
- 6.4 Whenever such action is taken, full details of the circumstances justifying the urgency and of the action taken shall be submitted in writing to the next available meetings of the Committee concerned and of the Council.

Each Committee may refer specific matters to the Council for a final decision if it so wishes

7. OTHER COMMITTEES

- 7.1 There are no other Committees but they may be formed by resolution of the Council at any time and delegated powers may be decided upon at the time the Committee is formed by means of a Minute detailing the Terms of Reference.

8. WORKING GROUPS/PARTIES

- 8.1 Working Groups/Parties may be formed by resolution of the Council or a Committee at any time. The work of such a Working Group/Party will be decided upon at the time it is formed by means of a Minute detailing the Terms of Reference. Each Working Group/Party will report back with recommendations to the Council or the Committee that formed it.
- 8.2 Appointment shall be as agreed at the time by elected members

Approved May 2019 Due for review May 2020
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**FOREST ROW PARISH COUNCIL
COMMITTEE MEMBERSHIP**

NAME	FINANCE & POLICY	PERSONNEL	AMENITY & SERVICES	PROPERTY & ASSETS	PLANNING	COMMUNITY SERVICES
Davies	X			X	X	X VC
Hill	X	X	X	X VC		
Josephson Chairman	X		X	X	X	X
Lewin R Vice Chairman	X CH		X	X	X	X
Lewin T	X				X	X CH
Mc Nally	X	X	X		X VC	
Miller				X	X	X
Moore	X VC	X			X CH	X
Pritchitt				X		
Rosenboom						X
Royall	X		X VC		X	
Summers			X	X		
Williams	X		X	X CH		X
Withers					X	X
Wogan	X		X CH	X		
Co-opted			Allot Reps (1)			
TOTALS	10	3	8	9	9	9
Quorum	4		3	3	3	3

Revised 16th May 2019



Standing Orders

RE-ADOPTED MAY 2019

(based on NALC Revised Model Standing Orders (England) 2018 and incorporating Forest Row Parish Council amendments adopted November 2016)

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

1. RULES OF DEBATE AT MEETINGS

- a. The agenda shall specify the subject items to be discussed at the meeting and indicate the issues for decision by the meeting.
- b. Subject items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- c. No subject item shall be discussed at a meeting unless it appears on the agenda.
- d. Any member of the meeting may make a proposal to resolve an issue for decision within a subject item, in the course of discussing that subject item.
- e. The chairman of the meeting may rule on whether the proposal is relevant to the issue for decision and the ruling of the chairman shall be final.
- f. Any other member of the meeting may then put forward a counter- proposal, whether by way of removing words from or adding words to a proposal, or as an alternative substantive resolution of the issue for decision.
- g. The chairman of the meeting may rule on whether a counter-proposal is relevant to the issue for decision and the ruling of the chairman shall be final.
- h. No proposal or counter-proposal shall be progressed unless it has been proposed and seconded.
- i. If a proposal or counter-proposal has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- j. A member of the meeting may put forward a counter-proposal to his own proposal if agreed by the meeting. If the proposal has already been seconded, the counter-proposal shall be with the consent of the seconder and the meeting.
- k. If there is more than one counter-proposal to an original proposal the counter-proposals shall be dealt with in the order directed by the chairman.
- l. Subject to standing order 1(m) below, only one counter-proposal shall be put forward and debated at a time, the order of which shall be directed by the chairman of the meeting.
- m. One or more counter-proposals may be discussed together if the chairman of the meeting considers this expedient but each counter-proposal shall be voted upon separately.
- n. A member of the meeting may not put forward more than one counter-proposal to an original or substantive proposal.
- o. The member of the meeting putting forward a proposal or a counter-proposal shall have a right of reply not exceeding five minutes at the end of debate on it.
- p. Where a series of counter-proposals to an original proposal are carried, the member of the meeting who put forward the original proposal shall have a right of reply either at the end of debate of the first counter-proposal or at the very end of debate on the final substantive proposal immediately before it is put to the vote.

q. All interventions shall be made through the chairman, and members of the meeting shall not address each other directly in the course of the discussion of a subject item.

r. Unless permitted by the chairman of the meeting, a member of the meeting may speak once in the debate on a proposal except:

- i. to speak on a counter-proposal put forward by another member of the meeting;
- ii. to speak on another counter-proposal if there has been a counter-proposal to the original proposal since he last spoke;
- iii. to make a point of order;
- iv. to give a personal explanation; or
- v. in exercise of a right of reply.

s. During the debate of a proposal, a member of the meeting may interrupt only on a point of order or a personal explanation and the member who was interrupted shall stop speaking. A member of the meeting 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.

t. A point of order shall be decided by the chairman of the meeting and his decision shall be final.

u. When a proposal is under debate, no other proposal shall be put forward except:

- i. a counter-proposal to the proposal under debate;
- ii. to proceed to the next business;
- iii. to adjourn the debate;
- iv. to put the proposal to a vote;
- v. to ask a person to be no longer heard or to leave the meeting;
- vi. to refer a proposal to a committee or sub-committee for consideration;
- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

v. Before a proposal is put to the vote, the chairman of the meeting shall be satisfied that the proposal has been sufficiently debated and that the member of the meeting putting forward the proposal under debate has exercised or waived his right of reply.

w Excluding proposals under standing order 1(u) above, the contributions or speeches by a member of the meeting shall relate only to the proposal under discussion and shall not exceed 2 minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

Such business may include (the list is not exhaustive):

- i. Engagement, terms of service, conduct and dismissal of employees
- ii. Terms of tenders, proposals and counter-proposals in negotiation for contracts

- iii. Preparation for cases in legal proceedings
- iv. Early stages of any dispute

- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman**

of the Council (if there is one).

- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 6(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

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

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

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

right to participate and vote on that matter.

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

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

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

x Any business which the Chairman deems to be urgent shall be put to the meeting to decide if it so qualifies and if agreed, shall be decided on.

y A meeting shall not exceed a period of 2½ hours.

4. COMMITTEES, SUB-COMMITTEES, ADVISORY COMMITTEES/ WORKING GROUPS

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.**

i. *[deleted July 2018]*

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. Meeting dates and times may be altered by the Chairman, and in his/her absence by the Vice-Chairman, of the relevant committee.

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 5 days before the meeting that they are unable to attend;
 - vi. Except where ordered by the Council in the case of a committee, or by the Council or appropriate committee in the case of a sub-committee, shall be one third of its members, rounded down in the case of an odd number.
 - vii. The Chairman and Vice-Chairman of the Council shall be members of every committee.
 - viii. The Finance & Policy Committee shall consist of Chairmen and Vice-Chairmen of the standing committees of the Council and a maximum of two other members of the Council if the Chairman and Vice Chairman of the Council are represented on the Committee by reason of another appointment.
 - ix. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - x. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - xi. 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;
 - xii. shall determine if the public may participate at a meeting of a committee;
 - xiii. 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;
 - xiv. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xv. may dissolve a committee or a sub-committee.
- e Any member who has put forward a proposal which has been referred to any committee of which he is not a member, may explain his proposal to the committee but shall not vote.

5. PLANNING APPLICATIONS

- a. **Meetings:** A meeting of the Planning Committee shall be convened every three weeks unless the Clerk, or in the absence of the Clerk, the Assistant Clerk, after consultation with the Chairman of the Committee, considers the nature of the business to be insufficient to convene a meeting.
- b. **Recommendations:** The recommendations of the Planning Committee shall be made direct to the District Council on behalf of the Council, and shall be included in the Planning Committee's report to the Council.
- c. **Site Visits:** Reasonable efforts to be made by the Clerk or Assistant Clerk to contact members of the Planning Committee, not present at the meeting, to notify them of proposed site visits unless the visit is held immediately following the Planning Committee meeting.
Simple Plans: Comments to the local Planning Authority on simple plans with no objections from neighbouring residents can be made by the Clerk, or in the Clerk's absence, the Assistant Clerk, under Delegated Powers without calling a Planning Committee meeting. Such delegation to be exercised after consultation with the Chairman or Vice-Chairman of the Planning Committee.

6. ORDINARY COUNCIL MEETINGS

- a. **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b. **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c. **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d. **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e. **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f. **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g. **The Vice-Chairman of the Council, if 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 Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual**

meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

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

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

- office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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

8. 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.

9. VOTING ON APPOINTMENTS

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

10. PRIOR NOTICE OF SUBJECT ITEMS OR ISSUES FOR DECISION

- a. Pursuant to Standing Order 1(d) above, any member of a meeting may make a proposal to resolve an issue for decision within a subject item, in the course of discussing that subject item at the meeting.
- b. Any councillor shall be entitled to propose a subject item to be discussed at a future meeting, and indicate the issue(s) which they consider are for decision by the meeting.
- c. Any such proposal of a subject item to be discussed at a meeting, or indication of an issue for decision within a subject item shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- e. No such proposal either of a subject item to be discussed at a meeting, or indication of an issue for decision within a subject item may be put forward unless the person putting it forward has given written notice of its wording to the Proper Officer at least 7 working days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- f. The Proper Officer may, before including a subject item to be discussed at a meeting, or indication of an issue for decision, correct obvious grammatical or typographical errors in the wording of the proposal.
- g. If the Proper Officer considers the wording of a subject item to be discussed at a meeting, or indication of an issue for decision is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 working days before the meeting.
- h. If the wording or subject of a subject item to be discussed at a meeting, or indication of an issue for decision is considered unlawful or improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- i. Subject to standing order 10(h) above, the decision of the Proper Officer as to whether or not to include on the agenda any such subject item to be discussed at a meeting, or indication of an issue for decision shall be final.

11. PROPOSALS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a. The following proposals may be moved at a meeting without written notice to the Proper Officer;
- i. to approve a person to preside at a meeting;
 - ii. to approve the absences of councillors;
 - iii. to consider urgent business at the discretion of the Chairman;
 - iv. to approve the accuracy of the minutes of the previous meeting;
 - v. to correct an inaccuracy in the draft minutes of a meeting;
 - vi. to dispose of business, if any, remaining from the last meeting;
 - vii. to close or adjourn a debate;
 - viii. to refer by formal delegation a matter to a committee or sub-committee or an employee;
 - ix. to move to a vote;
 - x. to defer consideration of a proposal;
 - xi. to refer a proposal to a particular committee or sub-committee;
 - xii. to appoint a person to preside at a meeting;
 - xiii. to change the order of business on the agenda;

- xiv. to proceed to the next business on the agenda;
- xv. to require a written report;
- xvi. to appoint a committee or sub-committee and their members;
- xvii. to dissolve a committee or a sub-committee;
- xviii. to note the minutes of a meeting of a committee or sub-committee;
- xix. to consider a report and/or recommendations made by a committee or a sub-committee, an employee, professional adviser, expert or consultant;
- xx. to authorise legal deeds to be signed by the Council's Common Seal and witnessed; (see Standing Order 23 a & b below)
- xxi. to authorise the payment of monies up to £5,000;
- xxii. to amend a proposal relevant to the original or substantive proposal under consideration which shall not have the effect of nullifying it;
- xxiii. to extend the time limits for speaking;
- xxiv. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xxv. to not hear further from a councillor or a member of the public;
- xxvi. to silence or exclude a councillor or member of the public for disorderly conduct;
- xxvii. to give the consent of the Council if such consent is required by Standing Orders.
- xxviii. to temporarily suspend the meeting;
- xxix. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xxx. to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies;
- xxxi. to answer questions from Councillors;
- xxxii. to adjourn the meeting; or
- xxxiii. to close a meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 20.

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

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

13. 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 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

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

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the

accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. 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 he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 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:**
 - v. **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;**
 - vi. granting the dispensation is in the interests of persons living in the Council's area; or**
 - vii. it is otherwise appropriate to grant a dispensation.**
- i. All members of the Council are granted dispensation for the annual setting of the precept for a period of 4 years from the date of the Annual Meeting of the Council in an ordinary election year.

15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

16. 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 proposals in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee.
- 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).

17. RESPONSIBLE FINANCIAL OFFICER

- a The Parish Clerk shall be the Responsible Financial Officer to the Council and shall be responsible for the Parish Council's accounting procedures, in accordance with the Accounts and Audit Regulations in force at any given time.
- b The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. 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 (or at each relevant Committee meeting as appropriate) 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 1 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.

19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall approve written estimates for the coming financial year at its meeting before the end of January.
- b. Any committee desiring to incur expenditure shall give the Proper Officer a written estimate of the expenditure recommended for the coming year no later than December.
- c. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

exercise.

- d. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- e. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- f. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- g. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- h. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- i. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the**

provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Finance & Policy Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance & Policy Committee, or, if he is not available, the vice-chairman (if there is one) the Finance & Policy Committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & Policy Committee at its next meeting.
- c The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance & Policy Committee.
- 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 chairman of the Finance & Policy Committee, or in his absence, the vice-chairman of the Finance & Policy Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & Policy Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the Finance & Policy Committee, this shall be communicated to another member of the Finance & Policy Committee, which shall be reported back and progressed by resolution of the Finance & Policy Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.

- h In accordance with standing order 11(a), only persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20(f) and (g) above shall be provided only to the Clerk and Assistant Clerk.

21. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 22

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

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(as required by law, but specifically)

See also standing order 11.

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

23. 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.

24. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 24(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

25. 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.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Canvassing councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirement of this Standing Order to every candidate.
- b. A councillor or a member of a committee or sub-committee shall not solicit a person for appointment to, or by the council, or recommend a person for such appointment or for promotion; but nevertheless any such person may give a written testimonial of a candidate's ability experience or character for submission to the council with an application for appointment.
- c. This Standing Order shall apply to tenders as if the person making the tender were a candidate for an appointment.
- d. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. INSPECTION OF DOCUMENTS

- a. Subject to Standing Orders to the contrary, or in respect of matters which are confidential, a councillor may, for the purpose of his official duties, (but not otherwise), inspect any document in the possession of the council or a committee or a sub-committee, and request a copy for the same purpose.
- b. The minutes of meetings of the council, its committees or sub-committees shall be available for inspection by councillors.
- c. The minutes of the council shall be open to inspection by any local government elector of the parish without charge.
- d. Draft minutes will be available to view on the council's website as soon as is practicable.

28. GENERAL POWER OF COMPETENCE

- a. Before exercising the General Power of Competence, a meeting of the full council shall have passed a resolution to confirm it has satisfied the prescribed statutory criteria required to qualify as an eligible parish council.
- b. The council's period of eligibility begins on the date that the resolution under Standing Order 27(a) above was made and expires on the day before the Annual Meeting of the Council that takes place in a year of ordinary elections.
- c. After the expiry of its preceding period of eligibility, the council continues to be an eligible council solely for the purpose of completing any activity undertaken in the exercise of the power which was not completed before the expiry of the council's preceding period of eligibility referred to in Standing Order 27(b) above.

29. 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 proposal 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 to be given by at least 3 councillors 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. after he has delivered his acceptance of office form
- d. The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.
- e. A councillor's failure to observe Standing Orders more than three times in one

meeting may result in him being excluded from the meeting.

30. EMERGENCY ACTION AND DELEGATION

- a. Holding action to eliminate the risk of further damage to property or injury shall be taken by any two of the following:
- The Chairman of the Council
 - The Vice-Chairman of the Council
 - The Chairman of the relevant committee (or vice-chairman in his/or her absence)
 - The Clerk (or Assistant Clerk in his/her absence)

Any such action, to be reported to the Chairman of the relevant committee as soon as practical.

- b. Where powers or duties have been delegated to a committee it shall be competent for that committee in turn to assign functions or delegate powers and duties to a sub-committee or to the Clerk.
- c. To resolve routine matters where precedents have been set or of such insignificance not to warrant a Committee Meeting to be called (i.e. permission for a standard memorial in the cemetery, permission to allow a responsible group to use a Village Green for approved activities, discretionary decisions on hire of the Council's facilities etc) Delegated Powers to be given to the Clerk in consultation with either:
- Chairman of the relevant committee (or vice-chairman in his/her absence)
 - The Chairman of the Parish Council (or vice-chairman in his/her absence)
- d. Delegated Powers to the Clerk (or Assistant Clerk in his/her absence) as follows:
- The general management of the Council's services in accordance with the practices determined from time to time by the Council and its committees
 - The implementation of non-discretionary adjustments to the Clerk's pay according to recommendations by NALC and the same general percentage rate rise for the Assistant Clerk and other staff.
 - The implementation of the non-discretionary NALC/SLCC Terms and Conditions of Service for the Clerk and Assistant Clerk.
 - The implementation of non-discretionary adjustments to the Scheme of Conditions of Service of the National Joint Council for local Government Services for staff.
 - The payment of travelling and subsistence allowances as recommended by NALC to Councillors and Staff.
 - The payment of Chairman's travel expenses for official visits.
 - The operational responsibilities of the Council's functions within the policy framework set by Council – this to include the efficient deployment of staff.
- e. The Council may from time to time further delegate action to the Clerk specifically or to the Clerk after consulting with the appropriate committee chairman. Such delegation to be clearly minuted.
- f. In the event of routine action/decisions needed to be taken between Committee meetings, the Clerk to have delegated authority (and in the Clerk's absence, the Assistant Clerk) to take such decisions or actions after consulting with the

Chairman or Vice Chairman of the Council and the Chairman of the relevant committee. All actions to be reported at the next Committee meeting and clearly minuted.



**FOREST ROW PARISH COUNCIL
FINANCIAL REGULATIONS
Version 2019/20 as amended per NALC 2019 version**

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations¹.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

¹ In England - Accounts and Audit (England) Regulations 2015 No. 234

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

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once every six months, and at each financial year end, the Chairman or Vice-chairman of the Finance & Policy Committee shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & Policy Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices)

as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council, except for payroll administration;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council except for those previously agreed;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the

following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

- 3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committee and the Council.
- 3.3. The council shall consider annual budget proposals in relation to the council's forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined according to the annexed 'Authority to Spend' policy approved by Council. Such authority is to be evidenced by a Minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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

- 4.2. Expenditure which will exceed the amount provided in the revenue budget for that class of expenditure may only be authorised according to the procedures set out in paragraph 4.5. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of urgency, the Clerk, after consultation with any two of the following, the Chairman of the Council, the Vice-Chairman of the Council, the Chairman of the relevant committee, the Vice-Chairman of the relevant Committee, may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, subject to a limit of £2,500. If there is no budgetary provision for the expenditure, the Chairman or Vice-Chairman of the Finance &

Policy should also be consulted. The Clerk shall report such action to the chairman of the relevant Committee/Council as soon as possible and to the Committee/Council as soon as practicable thereafter.

- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.9. Changes in nominated reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency. The council may seek credit references in respect of members or employees who act as signatories.
- 5.2. A schedule of the payment of money shall be prepared by the RFO and presented to the Finance & Policy Committee for approval.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate of the Finance & Policy Committee
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Policy Committee; or

- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of the Finance & Policy Committee
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance & Policy Committee.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any Policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of the Finance & Policy Committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council and countersigned by the Clerk (and in the Clerk's absence, by the Assistant Clerk), in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

- 6.6. A list of payments made shall be approved at the next meeting of the Finance & Policy Committee.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be kept in a sealed box in the safe. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and any such changes reported to the next meeting of the Finance & Policy Committee. A programme of regular checks of standing data with suppliers will be followed.

- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance & Policy Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall rest with two members of the Finance & Policy Committee upon receipt of an explanation for such a requirement.
- 6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Assistant Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used unless prior approval is sought from the Clerk or Assistant Clerk with justification as to the need for this course of action.
- 6.19. The Assistant Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Assistant Clerk with a claim for reimbursement.
- a) The Assistant Clerk shall maintain a petty cash float of £50 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Finance & Policy Committee meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Finance & Policy Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;

- b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. All time sheets shall be certified as to accuracy by or on behalf of the Clerk.
- 7.7. An effective system of personal performance management should be maintained for the senior officers.
- 7.8. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.9. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal Borrowing Approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the Finance & Policy Committee. In each case a report in writing shall be provided to Finance & Policy Committee in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.5. The origin of each receipt shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.7. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.8. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.9. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.

- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved as necessary

11. CONTRACTS

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

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

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

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Order 19(f) and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- k) The European Union Procurement Directive (if in force) shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2016 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Chairman of Finance & Policy Committee or the Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed the limits set out in the annexed 'Authority to Spend' policy
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The Clerk shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The Clerk shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

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

16. CHARITIES

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

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Policy approved. Due for review: May 2020
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**FOREST ROW PARISH COUNCIL
FINANCIAL RISK ASSESSMENT**

KEY RISK FACING COUNCIL	POTENTIAL CONSEQUENCES	MEASURES TAKEN
Loss of cash payments	Loss of Cash	All payments to made by cheque, BACS or debit card
Loss of cash income	Loss of Cash	Cash income for rentals, lettings etc to be given a receipt and placed in the cash box and locked in the fireproof safe in general office.
Theft	Loss of cash/equipment	<p>No cash is kept out of the safes and at no time is the office left unattended. Some stamps – for day to day letters – are kept in the receptionist’s desk drawer but the bulk of the stamps are kept locked in the safe. The office equipment is safeguarded out of office hours with the strengthening of the main door and the addition of an extra ‘dead’ lock.</p> <p>Cash/cheques banked weekly unless a very large sum of money is received, which is banked within 2 days. Two members of staff to travel to bank.</p> <p>The bank account has been moved to a local branch to minimise travelling time and security risks</p>
Loss of computer records	Administrative breakdown	All records are backed up and the back-up disks kept at the Assistant Clerk’s home
Non-payment of precept	Loss of balances	RFO to check bank statement in April and September.
Embezzlement	Loss of balances/bringing council into disrepute	The receipt of payments for lettings/rentals are taken by the Administrative Assistant and the banking is done by the assistant clerk. All payments are authorised by the Chairman of Finance Committee and cheques are signed by the RFO and two councillors. The full list of payments is presented to the Finance Committee for approval.
Damage to parish property	Potential risk to users	<p>Relevant insurance measures</p> <p>Checks made and action undertaken. Covered by insurance</p>

Damage to footway lighting	Cost of replacement	Covered by insurance
Damage/wear and tear of playground equipment	Risk to users	Weekly written checks undertaken and annual risk audit undertaken. Recommendations are actioned. Any potential claim is covered by insurance.
Trip hazards on council land/property	Risk of injury to users and potential insurance claim	Regular checks by outdoor maintenance contractor. Insurance cover
Miscellaneous hazards in Community Centre	Risk of injury to users	Regular written weekly checks. Insurance cover

Policy due for review:
May 2020



LIST OF STANDING POLICIES FOR ANNUAL MEETING 2020

[Policies marked '**' are supplied in full text in the backing papers]

*01.1AB	Standing Orders
*01.2A	Scheme of Delegation
01.3	Code of Conduct
01.4	Co-option policy
01.5	Representation on outside bodies
*02.1A	Financial Regulations (revised 2019)
02.2A&B	Authority to spend
02.3	Reserves policy
*02.3A	Reserves supplement for 2020-21
*02.4	Financial risk assessment
02.5	Investment policy
02.6	Grant allocation policy
03.1	Adult safeguarding policy
03.2	Community engagement policy
03.3	Complaints policy & procedure
03.4	Health & Safety policy
03.5	Press & media relations policy
03.6	Training policy
03.7	Equality policy
*04.1	Youth Service policy & delivery plan 2020
04.1A	Appendix: youth service legal issues
04.2	Child protection policy
04.2A	Appendix: guidelines for employees & volunteers
05.1	CCTV policy
05.2	Communications policy
05.3A	Data Protection policy
05.3B	Freedom of Information policy
05.4	Document retention scheme
05.5	IT policy
05.6	Recording equipment & cameras policy
05.7	Social media policy
*06.1	Environmental policy (new)
06.2	Policy on drones
06.3	Newlands Place policy

06.4	Streetlighting policy
06.5	Tree policy
06.6	Village green signage policy
07.1	Equal opportunities policy
07.2	Equal pay policy
07.3	Dignity at work policy
07.4	Harassment policy
07.5	Relationships at work policy
07.6	Disciplinary policy
07.7	Poor performance policy
07.8	Alcohol & drug abuse policy
07.9	Grievance policy
07.10	Sickness absence policy
07.11	Flexible working policy
07.12	Maternity policy
07.13	Paternity leave policy
07.14	Adoption leave policy
07.15	Parental leave policy
07.16	Time off for dependants policy
07.17	Bereavement policy
07.18	Employee health & safety policy
07.19	Employee data protection policy
07.20	Vehicle policy
07.21	Whistleblowing policy
07.22	Lone working policy
07.23	Anti-bribery policy



Forest Row Parish Council Youth Service Policy & Delivery Plan

MISSION STATEMENT: -

Forest Row Council Youth Services (FRPCYS) aims to provide a 'safe space' for the youth of the community, where they can be themselves, hear themselves, interact and grow. The space allows them to relax and enjoy each other's company and socialise in a safe environment as well as participate in organised developmental activities as appropriate.¹

AIMS AND OBJECTIVES: -

1. **Aims** - FRPCYS is to provide a 'safe space'. Although it is not the aim to be a 'Youth Club', in the traditional sense, it has a formal membership list, and a session fee, whether attending for 5 mins or the whole period. Young people already have significant daily schedules/ structures. The idea is to have a safe space, which the young people are free to attend as and when they wish, where activities are of their choice and appropriate to the needs of who is there and what is going on at any given time,
2. **A therapeutic aspect:** providing an environment in which all youth, within specified age ranges, are welcome. Where confidentiality is paramount, no expectations excepting those of acting within the law, showing respect to each other, the staff and the physical facilities. No one is judged. The facility allows space in which 'live issues/ discussions' can take place freely, and for the adolescents to socialise.
3. **Recreational aspect:** provided by the availability of various amenities; table-top/ board games, arts, crafts, drawing, table tennis, table football, pool/snooker, electronic games, TV and computer use. They are also able to use the outdoor facilities around the building, including the skatepark and games area. There are regular themed activities and occasional age-appropriate outings.

¹ See National Youth Agency 'Statement of Youth Work': "Youth work offers young people safe spaces to explore their identity, experience decision-making, increase their confidence, develop inter-personal skills and think through the consequences of their actions. This leads to better informed choices, changes in activity and improved outcomes for young people." <https://nva.org.uk/careers-youth-work/what-is-youth-work/>

4. **Educational aspect:** this takes place by the sharing of knowledge from peers, assistance with homework, writing up CVs, having discussions on budgeting, living alone, washing/cooking and other basics, providing a launch pad into adult life and responsibility.²

TARGET MEMBERSHIP: -

1. The Centre is principally for the youth of the village of Forest Row, however, youth from further afield are welcome, particularly now the new building is up and running.
In particular, there is no objection to including young people from Hartfield, Sharpthorne, Chailey, Danehill where youth provision is, at this moment in time, minimal if any at all. A lot of the youngsters from outside the village are already using the skate-park.
Priority is always given to our local youth so overcrowding is avoided.
2. The original intention was to have allotted times for 12- 15 years, 16 - 19 years, and once a month, a session for those aged 20 - 24 years (the latter group being considered in current theory as being a specific group within the youth cohort). The intention was therefore to cater for all the differing needs and interests of the groups. Also, to provide the relevant facilities/space and time for those groups and ensuring growth and appropriate behaviours.
3. To date, the provision has been primarily for the youngest group (year 7 upwards). There is, at this time, little social provision for 12 - 15 years outside of the school environment. FRPCYS offers a 'safe space' for this group between the times of 3.30 - 6.30 pm on weekdays, and 1- 4 pm on alternate Saturdays This gives them the opportunity to mix with their peers free from any pressure from older age groups.
4. We are not currently providing for 16 -19-year olds who used to be the main service users and are, classically, the ones who loiter in public places/spaces. The intention was to have a follow-on session from 6.30 - 9.30pm free from harassment, physical conflict, alcohol, smoking and

² See National Youth Agency 'The basics': "Youth work focuses on personal and social development – the skills and attributes of young people – rather than to 'fix a problem'. It is an educational process that engages with young people in a curriculum that deepens a young person's understanding of themselves, their community and the world in which they live and supports them to proactively bring about positive changes. Therefore youth work needs to be (and be seen to be) transformational, harnessing skills of young people not fulfilled by formal education." (Ibid).

the use of any substances - the 'space' being for unstructured interaction, music, socialising, and other appropriate activities, but pilot sessions were not sufficiently well attended. This remains our plan for the future as the current cohort gets older.

5. As for the third age group, there remains the possibility, if the need is identified, of promoting a smoother transition from youth to early adulthood by providing a welcoming environment.

HOURS OF OPERATION:

As noted above, the current hours of operation are 3.30-6.30 on weekdays (with an earlier finish on Thursdays to allow for Brownies), plus 1 - 4 pm on alternate Saturdays. These hours can be varied if required by specific activities.

FACILITIES: -

The space itself is a single hall adjacent to the village centre, plus an informal games area and skatepark. The hall space incorporates storage and fixed seating. It also has toilet facilities, a kitchen area for the provision of light refreshments and non-alcoholic drinks, and there is an office/quiet room, a space where 'one to one' private conversations can be facilitated.

In addition to the hall itself there is moveable furniture, seating and tables - plus electronic equipment and sound apparatus. There is physical game equipment: snooker, table tennis, board games and such like. The moveable equipment is packed away when the space is required for other users.

MANAGEMENT, STAFFING AND ORGANISATION: -

1. Youth services are provided by the Parish Council under the general oversight of the Community Services Committee. They receive current reports on the activities and status of the service. As with other services, staffing and financial issues are the responsibility of the Finance and Policy Committee and the Clerk may exercise agreed delegated authority to deal with minor items relating to organization and or expenditure. Major strategic changes will need to be referred to Full Council for ratification.
2. Currently, the staff consist of a Youth Service Supervisor, who works a basic 12 hours per week, with a group, currently 5 in number, of youth work assistants. They have a rota system, working between 3- 9 hours per week, each. There are always two members of staff on

at any one time, the more experienced member being the leader at that session.

3. All staff have contracts and job descriptions and DBS accreditation, and are entitled to paid holidays and sick leave, and participation in the staff pension scheme. The staff 's role is to open and supervise the youth sessions, to engage with the youth as appropriate, to safeguard them in all respects; to ensure the basic rules, within and out of the facility are adhered to and the standard of behaviour is appropriate and respectful. They resolve any disputes, problems that may occur, provide refreshments, and account for cash takings, The staff will also meet regularly to discuss progress, any matters of concern, check-in with each other and plan future events/activities.
4. All staff abide by the following nationally agreed principles³:
 - a. Treat young people with respect.
 - b. Respect and promote young people's rights to make their own decisions and choices.
 - c. Promote and ensure the welfare & safety of young people.
 - d. Contribute towards the promotion of social justice.
 - e. Recognised the boundaries between personal & professional life.
 - f. Recognise the need to be accountable to young people.
 - g. Develop and maintain the required skills and competence.
 - h. Work for conditions in employing agencies where these principles are discussed, evaluated and upheld.
5. Additionally, there are many Council Policies, safeguarding, health and safety and equality of treatment procedures for dealing with adverse incidents or complaints. Risk assessments are provided for specific activities or external events. All staff are expected to be aware and knowledgeable with the policies and procedures and able to implement them efficiently where and when necessary.
6. A formal qualification in youth work is not an absolute requirement, but the current youth supervisor is working towards such a recognised qualification, and all the youth staff are expected and encouraged to participate in appropriate and regular training to increase their skills and awareness of their role.

³ National Youth Agency "Ethical Conduct in Youth Work": http://www.nya.org.uk/wp-content/uploads/2014/06/Ethical_conduct_in_Youth-Work.pdf

The most important things are that staff have experience, consistency, patience, respect, self-confidence, compassion without judgement, and are good listeners and approachable.

7. The youth work group also have regard to the 'Toolkit' published by Surrey Youth Focus as an organisational & procedural resource.⁴

FINANCING: -

1. As with any other Council service, the staff costs are met from the general budget and financed by the Parish precept. There is also an annual budget allocated for 'youth development' to fund items of equipment and sundry expenses, and to subsidise the occasional outside trips.
2. The youth currently pay for refreshments/tuck provided onsite, and are expected to make a realistic contribution to the cost of external trips - it is recognised that some of the youth are not able to pay. Since the move to the new facility, a flat rate session fee of £1 is payable by all participants, as a contribution toward the running costs of the facility.
3. The youth and staff will engage in active fund raising, through grants, one off donations, sponsorships to improve facilities, equipment and to fund activities (such funds to be ring-fenced in the Council's accounting system).

PUBLICITY: -

Originally the availability of the service was spread by word of mouth and each age group was replaced naturally by the next group as time elapsed. However, the staff now actively promote the facility in the local schools, over Facebook, through posters, the Council website and external media, in conjunction with Council staff and the Community Services Committee. By going into the schools, it gives the 12 to 15-year olds an opportunity to get familiar with what is available and dispel any preconceived ideas, also offering them the chance to ask questions.

LONG TERM PLANNING: -

1. FRPCYS will continue to be a major service provided by the Parish Council, as an investment in the youth of the community.
2. It is envisaged that membership will gradually expand and that there will need to be a periodic review of the facilities and staffing levels.
3. It is also likely that when the need arises that formal training will need to take place for affiliation with appropriate national networks.

⁴ Surrey Youth Focus 'The Toolkit'

http://www.surreyyouthfocus.org.uk/sites/default/files/Toolkit%202014_FINAL_National.pdf

4. It may well be advantageous for the youth supervisor, the Chair or other member of the Community Services Committee, the Chair of Finance and the Community Development Officer to meet on a regular basis to evaluate the service and consider ways of improving and/or expanding it - thus keeping to the Council's overall commitment to the community.

[Service plan revised by the YOSS working group
(Cllrs Davies, T Lewin & Withers, the Clerk,
Sara Smart (Community Development Officer),
& Mel Rey-Mesher (Youth Service Supervisor))
January 2020]



FOREST ROW PARISH COUNCIL ENVIRONMENTAL POLICY

Context

1. At Forest Row Parish Council we acknowledge the seriousness of the escalating climate crisis and we will accordingly be environmentally conscious in all our considerations and decisions¹.
2. We recognise that the environment is our home and that the day-to-day operations of the Council impact both directly and indirectly on the environment, whether to soil, water, plants, land or air².
3. We will strive to minimise any adverse impacts, and preserve and improve good practice in the Council's activities and our work within the community, aiming to lead by example.

Objectives

1. We are committed to the creation of a sustainable and regenerative community, balancing and integrating economic, social and environmental components for the benefit not only of present-day residents and businesses but also future generations.
2. We will protect and wherever possible seek to improve the natural environment, eco-systems and biodiversity of the village and its surrounding areas through good management and by adopting recognised best practice³.
3. We will strongly resist any potential threats to the physical and mental wellbeing of our residents.
4. We will work towards a strategy, and encourage behaviour change among residents, suppliers, contractors and local entrepreneurs, to reduce harmful emissions and pollution, to combat waste and to promote soil health and biodiversity.
5. We will work to achieve net zero greenhouse gas status for our community and create incentives for local businesses and enterprises to support that strategy⁴.

¹ In its meeting of 21.5.2019 Forest Row Parish Council approved the following motion:

"This Parish Council acknowledges the seriousness of the current crisis in the climate and resolves to build climate awareness into future decision making and, as far as possible, its activities."

Later a similar declaration was made by Wealden District Council (25th July 2019)

² Impacts may also include those affecting people, animals and livestock, trees and the built environment, as well as infrastructure such as roads, pavements, drains and other facilities.

³ For yardsticks of best practice, we will look at other local authorities of broadly similar size and spending power as our own, as well as at advice given in trade journals and by government bodies and trade associations.

⁴ We cannot yet pinpoint a target date until we have a clearer idea of the rate of progress we can achieve. This will depend to a considerable extent on the public suggestions we receive and the amount of community co-operation we can generate.

6. We will take note of developing scientific evidence in environmental matters and adapt our policy accordingly⁵.

Actions

1. We will give preference to suppliers and contractors with the lowest harmful environmental impacts and use local suppliers wherever possible. We will engage with our principal suppliers to urge them to reduce their harmful impacts.

2. We will plan, audit and monitor our activities and projects to protect and enhance the environment of the village and its surrounding areas.

3. We will identify and where possible quantify the direct emissions due to the Council's activities, and we will track and publish the improvement in these figures each year⁶.

4. We will open a suggestions scheme to encourage ideas and assistance from residents on how we may be able to reduce our adverse environmental impacts and improve the whole local environment⁷.

5. We will ensure that this policy is readily available and promoted to residents, Council members and staff, so that all are aware of and understand our environmental commitment and objectives and are given every encouragement to implement these measures.

⁵ For scientific evidence we will continue to monitor the publications of the Intergovernmental Panel on Climate Change as well as those of the UK Climate Change Committee and other respected authorities.

⁶ We will endeavour as much as is feasible to monitor our emissions under Scope 1 and Scope 2 of the GHG protocol, as defined by the World Resources Institute (www.ghgprotocol.org). Scope 1 relates to emissions from sources owned or directly controlled by the organisation, so council vehicle fuel would be included, as would fuel we directly burn on site. Scope 2 covers 'bought in' emissions such as the CO₂ emissions of the companies supplying gas and electricity. Scope 3, which covers emissions of customers and third parties, is unlikely to relate to FRPC.

⁷ By "whole local environment" we include people's health and wellbeing, and on a geographical level we include influences on the parishes directly surrounding Forest Row that could be affected by pollution in the air or watercourses that could cross boundaries into adjoining administrations.



LIST OF STANDING RISK ASSESSMENTS FOR ANNUAL MEETING 2020

[These are general risk assessments applicable to the premises & activities of the Council. Risk assessments applicable to individual events are drafted on an 'as required' basis]

01. Risk Assessment Community Centre
02. Risk Assessment Community Centre Kitchen
03. Risk Assessment Community Centre water supply
04. Risk Assessment VENUe on the Green
05. Risk Assessment Allotments
06. Risk Assessment Cemetery
07. Risk Assessment play areas & skatepark
08. Risk Assessment village greens & open spaces
09. Risk Assessment wooded areas
10. Risk Assessment war memorial (& Christmas tree)
11. Risk Assessment public seats & shelters
12. Risk Assessment Market
13. Risk Assessment 'Gages' lunch facility
14. Risk Assessment youth activities
15. Risk Assessment Thursday Club
16. Risk Assessment grounds maintenance (general)
17. Risk Assessment chainsaw use
18. Risk Assessment verge cutting
19. Risk Assessment council vehicle use
20. Risk Assessment public village cleaning

FOREST ROW PARISH COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS

Organisation	Current Representatives
Ashdown Forest Liaison Committee	Cllrs. Hill & T Lewin
Commoner of Ashdown Forest	Chairman of the Council
CPRE	Cllr Moore
New Forest Row Business Group	Cllr. Josephson & Sara Smart
Forest Row Flood Network	Cllr Miller
Forest Row Sports Ground Assn.	Cllrs. Pritchitt & Williams
North Wealden Community Transport Partnership	vacant
Parish Tree Warden	Mr N Raeside
Relief in Sickness & General Benefits Trust	Cllr. Josephson
Sussex Association of Local Councils	Cllr. Pritchitt
Twinning Association	Cllr. Summers
Village Hall Management Committee	Cllr. Josephson
Wealden District Association of Local Councils	vacant
Forest Row Festival Committee	Cllrs R Lewin, T Lewin & Mc Nally

as at May 2020

FOREST ROW PARISH COUNCIL

SUMMARY OF ASSETS AS AT 31 MARCH 2020

During the year, the Council acquired:
The VENUe on the GREEN building & contents

AS AT 31 MARCH 2020 THE FOLLOWING ASSETS WERE HELD BY THE COUNCIL

ASSETS AT NOMINAL VALUE OF £1

Cemetery - Priory Road	£1.00	£1.00	
Allotments - Medway Drive	£1.00	£1.00	
Village greens & amenity land	£1.00	£1.00	
Gilham Bank & Spring	£1.00	£1.00	
Newlands Place	£1.00	£1.00	
Land at Stone Park Drive	£1.00	£1.00	
Solar Panel installation	£1.00	£1.00	£7.00

BUILDINGS AND CONTENTS AT PROXY COST 31/03/2020

Old Venu building	£22,279.00	£22,279.00	
Community Centre	£1,451,754.00	£1,451,754.00	
Jubilee garden sheds	£4,416.00	£4,416.00	
Groundsman sheds	£4,689.00	£4,689.00	
VENUe on the GREEN building (new from June 2019)		£450,000.00	£1,933,138.00
Office equipment	£14,555.00	£14,555.00	
CC furniture & fittings	£57,594.00	£57,594.00	
VENUe furniture & fittings (new from June 2019)		£3,500.00	
Street furniture	£93,084.00	£93,084.00	
War memorial	£22,772.00	£22,772.00	
Play equipment	£35,608.00	£35,608.00	
Safety surfaces (replaced November 2019)	£28,913.00	£10,000.00	
Green gym installation	£5,591.00	£5,591.00	
Skatepark	£61,901.00	£61,901.00	
Gates & fences	£18,641.00	£18,641.00	
Maintenance equipment	£26,726.00	£26,726.00	£349,972.00
TOTAL	£1,848,530.00		£2,283,117.00



redefining / standards

Date of this letter
16th August 2019

Master policy number
RGBDX6962034

Quote number
1463324

01483 462860
**local.councils@came
andcompany.co.uk**

Your policy schedule

Your Council Commercial Combined Insurance policy

Important Information

- This document contains the schedule and any endorsements which form part of your policy and is based on the information provided to us.
- The policy wording, schedule and endorsements should be read together as they show the cover we are providing.
- Please check the details are correct and that the cover meets your needs.
- If the details are incorrect or the cover does not meet your needs please contact your insurance advisor.
- If any of the information is incorrect we may change the terms and conditions, premium or withdraw cover.

Data Protection Notice

You may be aware that the European Union has introduced a new Regulation, known as the General Data Protection Regulation (GDPR), which applies to every organisation handling personal data.

Under the new regulation, your rights as a customer have been updated and expanded. We have updated our privacy policy to explain these rights as well as other changes required by the regulation.

View our privacy policy online at www.axa.co.uk/privacy-policy to find all about your rights, the information we collect on you and why. If you do not have access to the internet please contact us and we will send you a printed copy

Policyholder details

Forest Row Parish Council
The Community Centre
Hartfield Road
Forest Row
Sussex
RH18 5DZ

Business description

Parish Council

Population

10000

Your period of insurance

Date this cover starts: 1st August 2019

Date this cover expires: 31st July 2020

Renewal date: 1st August 2020

Your 3 Year Long Term Agreement Premium

Premium: £7,057.03

Insurance Premium Tax (IPT) at the current rate: £846.84

Total amount payable: £7,903.87

Endorsements that apply to this section

Long term agreement

- a. Long term agreement shall mean an agreement between you and us for a period of three years. For the duration of the agreement we agree to leave unchanged your annual premium rates and policy details. In return, you agree to renew with us each year for the duration of the agreement.
- b. Annual renewal date shall mean the following date: 1st August
- c. Claims payments and costs shall mean the total of all:
 - i. claims and losses paid; and
 - ii. legal costs and expenses incurred; and
 - iii. new reserves and increases in reserves, during the preceding 12 months.
- d. Income shall mean the total of the gross premiums and any additional premiums, net of any returned premiums for the policy during the preceding 12 months. We and you agree that this policy is subject to a long term agreement beginning on the renewal of the policy and ending 3 years later, provided that:
 1. at each annual renewal date the total of all claims payments and costs does not exceed 40% of the income;
 2. there are no changes to the material facts concerning your policy; and there are no changes to Insurance Premium Tax during the period of the long term agreement

Your cover summary

Section	
Property Damage	Insured
Business Interruption	Insured
Money and Personal Accident Assault	Insured
Group Personal Accident	Insured
Employers Liability	Insured
Public and Products Liability	Insured
Selected all risks	Insured
Officers Liability (Officials Indemnity)	Insured
Employment Practices Liability	Insured
Council Legal Liability and Legal Expenses (including Employee Dishonesty)	Insured
Terrorism	Not Insured
Equipment Breakdown	Not Insured

Quote covers

Property damage section	Included
Property insured	Sum insured
Groundsman's Compound Shed	£14,493.44
Timber Shed - Memorial Garden	£11,870.56
Community Centre Community Centre Hartfield Road Forest Row East Sussex RH18 5DZ	£1,960,339.43
Timber Youth Building Hartfield Road Forest Row East Sussex RH18 5DZ	£118,976.00
Hambro Hall Hartfield Road Forest Row East Sussex RH18 5DZ	£378,560.00
The Venue on The Green Foresters' Green Hartfield Road Forest Row East Sussex RH18 5DR	£520,000.00
Total	£3,004,239.43
All risks including theft	
Buildings including subsidence (unless otherwise specified)	£3,004,239.43
General Contents	£73,430.32
Gates & Fences	£22,917.16
Mowers & Machinery	£13,198.46

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Natural Surfaces	£0.00
Other Surfaces	£24,406.97
Office Contents	£28,018.63
Outside Equipment	£5,674.19
Playground Equipment	£39,332.49
Sports Equipment	£0.00
Street Furniture	£114,437.89
War Memorials	£27,995.96

Additional covers

Cover	Limits
Bequeathed property	Buildings: 100,000 or 10% of the buildings sum insured, whichever is the lower. Contents: £10,000 any one item £25,000 in total
Capital additions	10% of building sum insured or £500,000 whichever is the lower
Contents kept at home	£25,000 or 10% of contents whichever is the lower
Contract works	10% of the buildings sum insured or £100,000 whichever is the lower
Discharge of oil	£10,000 aggregate
Drains clearance	£5,000
Environmental protection	10% of sum insured
Exhibitions	£25,000 or 10% of contents whichever is the lower
Fire extinguishing expenses	£10,000
Freezer contents	£5,000
Fund raising cover	£5,000
Fund raising and catering cover	£5,000
Further investigation expenses	10% of the sum insured or £100,000 whichever is the lower
Glass breakage	£10,000
Inadvertent omission	£500,000
Landscaped gardens	£15,000
Locks and keys	£10,000
Loss reduction expenses	£2,500 aggregate
Metered water or gas	£25,000 aggregate
Motor vehicles (stationary risk)	Not included
Patterns	£2,500 any one claim

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Member of the AXA Group of Companies. AXA Insurance UK plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Telephone calls may be monitored and recorded.

Public relations expenses	Not included
Raffle prizes and donations	£1,500 total, £500 any one item
Sprinkler upgrade costs	10% of the building sum insured any one claim
Theft of building fabric	£2,500 any one claim
Trace and access	£25,000 any one claim
Unauthorised use of electricity, gas, oil and water	£5,000 any one claim
Undamaged stock	£5,000 any one claim
Undamaged tenants improvements	£5,000 any one claim
Underground pipes and services	£5,000 any one claim
Unspecified storage sites	£5,000 any one claim
Contents definition automatically includes	Limits
Personal effects including pedal cycles	£10,000
Rare books	£2,500 item limit, £10,000 total
Outdoor furniture, heaters, ornaments and statues located outside and within the confines of your premises	£5,000
Marquees and associated lighting	£10,000
Defibrillators	£5,000
Excesses	
Damage by fire, lightning, explosion, aircraft, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances or earthquake	£nil
Flood damage	£250
Theft or attempted theft	£250
Theft of building fabric	£250
Subsidence excess	£1,000
Contract works	£250
All other damage	£250
Endorsements that apply to this section	
CC01 Floating amount insured (Contents)	
The cover under this section applies to all locations occupied by you in connection with your business within the policy territories . Our liability will not exceed the sum insured shown in your policy schedule for damage to your contents however many locations are affected.	
CC03 Flat roof condition	
Any flat portions of the roof of the buildings are to be inspected once every two years by a competent roofing contractor and any recommendations implemented.	
CC05 Contents temporarily elsewhere	
We will not make any payment when such property is temporarily outside the UK unless it is in your	

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care, custody or control at all times or otherwise secured in a locked hotel room or safe, or other similar securely locked room or building.

CC07 Floating amount insured (Buildings)

The cover under this section for Gates and fences, Fixed outside equipment, Street furniture, War Memorials, Playground equipment, Sports surfaces and Other surfaces applies to all locations occupied by you in connection with your business within the policy territories. Our liability will not exceed the sum insured shown in your policy schedule however many locations are affected.

Minimum security standards condition

You must comply with the Minimum security standards condition – Level 1, stated under the Section conditions within your policy.

Specific section conditions that apply to this section

3 Subsidence cover

4 Deep fat frying condition

7 Loss of excess/No Claims Discount

Business interruption section

Included

Cover

Perils as per the Property damage section

Loss of revenue £96,000 12 months indemnity period

Increase cost of working £10,000 12 months indemnity period

Loss of rent receivable £0.00 12 months indemnity period

Additional covers

Cover

Limits

Contract sites £10,000 any one contract site

Denial of access 100% of the sum insured

Denial of access non damage not included

Exhibition £10,000 any one claim

Exhibition expenses £10,000 any one claim

Failure of public utilities Included

Public electricity supply 8 hours 100% of the sum insured

Public gas supply 8 hours 100% of the sum insured

Public water supply 8 hours 100% of the sum insured

Public telecommunications services 8 hours 100% of the sum insured

Failure of utilities 'terminal ends' not included

Fines, penalties and damages £2,500 any one claim

Key person cover £2,500 any one period of insurance

Weekly benefit £250

Loss of attraction not included

Loss reduction expenses	£2,500 any one period of insurance
Patterns	£10,000 any one claim
Theft of buildings fabric	100% of the sum insured
Transit	£10,000 any one claim
Unspecified customers	£100,000 any one claim
Unspecified suppliers and storage sites	£100,000 any one claim

Endorsements that apply to this section

CC02 Floating amount insured (Business interruption)

The cover under this section applies to all locations occupied by **you** in connection with **your business** within the **policy territories**. Our liability will not exceed the **sum insured** shown in your **policy schedule** however many locations are affected.

Specific section conditions that apply to this section

- 1 Deposit premium condition
- 2 Declaration linked cover
- 3 Subsidence

Money and personal accident assault section

Included

Cover details	Limits
Negotiable money in transit	£2,500
Negotiable money on premises during business hours	£10,000
Locked safe limit	£10,000
Negotiable money on premises and not in a locked safe outside business hours	£2,500
Maximum amount of negotiable money carried by any one person	£2,500
Maximum amount of negotiable money at the residence of any insured person	£2,500
Non-negotiable money limit	£250,000

Excess

Each and every claim	£250
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Endorsements that apply to this section

n/a

Specific section conditions that apply to this section

- 2 Minimum security standards condition – Level 1

Group personal accident section

Included

Insured Person(s)

Employees councillors & volunteers

Operative Time

Whilst undertaking business activities

Benefits	Benefit payable
Injury resulting in;	
1. Death	£100,000
2. Loss of limb	£100,000
4. Permanent total disablement	£100,000
5. Temporary total disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement
6. Temporary partial disablement	£500 payable for up to 104 weeks excluding the first 2 weeks of disablement

Additional benefit

Medical expenses

In addition to the benefits specified above, we will refund **medical expenses** paid by the **insured person** due to **injury** and for which a claim is payable under this section. The maximum we will pay is 10% of the amount paid under Items 1, 2, 3 or 4 of the benefits table or 25% of the total amounts paid under Items 5 or 6, whichever is the greater, but subject to a maximum of £10,000.

Special conditions relating to payment of benefit:

Maximum benefit limit

- a) The maximum amount of benefit we will pay in total
for any one **insured person** is £1,000,000
- b) The maximum amount of benefit in total we will pay
in respect of any one **accident** is £1,000,000

Employers liability section

Included

Cover details	Limit of indemnity
Employers Liability	£10,000,000 any one occurrence
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£5,000,000 any one occurrence

Endorsements that apply to this section

CC06 Employers Liability Tracing Office (ELTO) – mandatory information required

You must provide us with the following information for each entity insured under this section of the policy:

1. Employer name; and
2. Full address of employer including postcode; and
3. HMRC Employer Reference Number (ERN).

If any insured entity does not have an ERN, you must provide us with one of the following reasons:

- a. The entity has no employees; or
- b. All staff employed earn below the current Pay As You Earn (PAYE) threshold; or
- c. The entity is not registered in England, Wales, Scotland or Northern Ireland.

You must inform us immediately of any changes to the above information. This information is required by us to enable compliance with mandatory regulatory requirements for Employers' liability insurance.

Public and products liability section	Included
Cover details	Limit of indemnity
Public Liability	£10,000,000 any one event
Hirers Indemnity	£5,000,000
Libel and slander	£500,000 any one period of insurance
Products Liability	£10,000,000 any one period of insurance
Clean up costs	£1,000,000 any one period of insurance
Data protection	£500,000 any one period of insurance
Manslaughter costs	£1,000,000 any one period of insurance
Safety legislation costs	£1,000,000 any one period of insurance
Terrorist Act	£2,000,000 any one period of insurance
Loss of third-party keys	£2,500 any one period of insurance
Unauthorised use of third-party telephones by your employees	£2,500 any one period of insurance
Excesses	
Property damage	£250
Clean up costs	£250
All other claims	£250
Endorsements that apply to this section	
n/a	

Selected all risks section – cover for specific items		Included
Item	Location	Sum insured
Civic Regalia	European Union	£0.00
Artwork	European Union	£0.00
Museum Articles	European Union	£0.00
Total Selected All Risks	European Union	£0.00

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Business Equipment	European Union	£5,000
Excess		£250
Endorsements that apply to this section		
n/a		
Specific section conditions that apply to this section		
2 Minimum security standards condition – Level 1		

Officers liability section (Officials Indemnity) Included

Section		Limit of Liability	Excess
Officers Liability	✓ covered	£500,000	£nil

Employment practices liability section Included

Section		Limit of Liability	Excess
Employment practices Liability	✓ covered	£500,000	£nil

Council legal liability and legal expenses section (including Employee Dishonesty) Included

Section		Limit of Liability	Excess
Council Legal Liability and Legal Expenses	✓ covered	£500,000	£nil
Internet & email	✓ covered	£500,000	£nil
Employee Dishonesty	✓ covered	£150,000	£250

Endorsements that apply to this section

Employee dishonesty cover amendment

The limit under this cover is as stated in the **schedule** and not as otherwise stated in the **policy**.

CC0015 Council legal liability excess amendment

You will not need to pay the Company legal liability **excess** shown on **your** policy schedule other than in respect of Employee Dishonesty cover and Third Party electronic funds transfer cover.

Terrorism section Not Included

Cover details

As per Property damage and Business interruption section

Equipment breakdown section Not included

Cover details

Equipment	£0.00
Hazardous substances	£5,000 total amount insured across all Property sections

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	combined
Reconstitution of electronic data	£5,000
Expediting expenses	£5,000
Computers	£5,000
Oil and water storage tanks	£5,000

Additional Endorsements

FOREST ROW PARISH COUNCIL

DATES OF MEETINGS 2020/21

All meetings held on Tuesday at 7.30pm except Planning that is normally on Mondays at 7.00pm.

Please ensure that the following dates are in your diaries.

FULL COUNCIL 26 MAY 2020 28 JULY 2020 24 NOVEMBER 2020 19 JANUARY 2021 30 MARCH 2021	FINANCE & POLICY 7 JULY 2020 6 OCTOBER 2020 12 JANUARY 2021 14 APRIL 2021	AMENITIES & SERVICES 9 JUNE 2020 8 SEPTEMBER 2020 8 DECEMBER 2020 9 MARCH 2021	PROPERTY & ASSETS 30 JUNE 2020 3 NOVEMBER 2020 2 MARCH 2021	PLANNING 11 MAY 2020 1 & 22 JUNE 2020 13 JULY 2020 3 & 24 AUGUST 2020 14 SEPTEMBER 2020 5 & 26 OCTOBER 2020 16 NOVEMBER 2020 7 DECEMBER 2020 11 JANUARY 2021 1 & 22 FEBRUARY 2021 15 MARCH 2021 6 & 26 APRIL 2021 17 MAY 2021
PERSONNEL		COMMUNITY SERVICES 16 JUNE 2020 15 SEPTEMBER 2020 1 DECEMBER 2020 9 FEBRUARY 2021 20 APRIL 2021		
AUTUMN RECEPTION TBA		ANNUAL PARISH MEETING TBA		
ANNUAL GENERAL MEETING 19 MAY 2020 11 MAY 2021		ANNUAL PARISH MEETING TBA		

29TH APRIL 2020

ANNUAL SUBSCRIPTIONS

Action in Rural Sussex (AiRS)

Ashdown Forest Tourist Association (AFTA)

Institute of Cemetery & Crematorium Management (ICCM)

Gatwick Area Conservation Campaign (GACC)

National Association of British Market Authorities (NABMA)

National Association of Local Councils (NALC)

Surrey & Sussex Association of Local Councils (SSALC)

Society of Local Council Clerks (SLCC)

Wealden Association of Local Councils (WealdAC)

LIST OF DIRECT DEBIT INSTRUCTIONS AS AT 19TH MAY 2020

LEASEPLAN

O2

TOYOTA FINANCIAL SERVICES

BARCLAYCARD

ALLSTAR BUSINESS SOLUTIONS

BT PAYMENT SERVICES

BIFFA WASTE SERVICES LTD

BARCLAYCARD

FOCUS

EFD ENERGY

TELECOMS WORLD PLC

CORONA ENERGY RETAIL

BRITISH GAS

INTOUCH CRM

UK CRBS

SIEMENS FINANCIAL SERVICES

BNP PARIBAS

DIRECT TEC

VAN LEASE

COMMUNITY WARDEN PHONE

CAR CLUB LEASE X 2

TERMINAL RENT

CAR CLUB FUEL

TELECOMMUNICATIONS

WASTE DISPOSAL

CHARGES

VIRUS HELPLINE

STREELIGHT POWER

0800 NUMBER

COMMUNITY CENTRE GAS

COMMUNITY CENTRE ELECTRICITY

WEBSITE

SECURITY CHECKS

DRINKS MACHINE LEASE

PRINTER LEASE

PRINTER SUPPORT/SUPPLIES

BANK SIGNATURES + MR D O'DRISCOLL & MRS C COOMBER

UNITY TRUST BANK CHEQUE SIGNATURES - 2019

CLLR. E DAVIES

CLLR. V HILL

CLLR. J JOSEPHSON

CLLR. R LEWIN

CLLR. T LEWIN

CLLR. M MCNALLY

CLLR. J WOGAN

UNITY TRUST INTERNET BANKING

CLLR. V HILL

CLLR. R LEWIN

CLLR. T LEWIN

CLLR. M MCNALLY

HSBC CHEQUE SIGNATURES

CLLR. E. DAVIES

CLLR. V HILL

CLLR. T LEWIN

CLLR. M MCNALLY

CLLR. J WOGAN

**FRPC RESERVES FOR
2020-21**

	Planned 2019-20	Actual 2019-20	Required 2020-21	Actual 2020-21
General:	160,000	170,000	165,000	180,000
Nominated:				
Car club	5,000	5,000	2,500	2,500
Cycle hire	0	0	-	-
Playground	10,000	10,000	15,000	18,000
Highway match	2,000	2,000	2,000	2,000
Elections	1,000	1,000	1,000	1,000
Cemetery land	25,000	25,000	25,000	28,000
CC refurb	3,000	3,000	3,000	3,000
Votg non-youth	3,000	3,000	-	-
Website	2,000	2,000	3,000	3,000
Devolved services	5,000	5,000	5,000	5,000
sub-total nominated	56,000	56,000	56,500	62,500
TOTAL	216,000	226,000	221,500	242,500

Notes: CIL monies carried over (currently £13,319) are additional to the above
There is also approximately £10,000 remaining of a ring-fenced grant from 'Locality'

NOTE ON RESERVES BUDGET FOR 2020-21

When I submitted the budget for 2020-2021 to Council in January 2020, I included with the revenue budget a draft reserves budget with a total requirement (general & nominated reserves) of £221,500. This was £5,000 less than the previous year where a surplus on the year end figure had enabled us to put an additional £10,000 into general reserve.

We have now had our year-end accounts compiled for 2019-20, and I am pleased to report that the end-of-year disclosed a surplus over forecast. The balance sheet (of which I attach a copy) shows a net asset figure at the year-end of £265,724. Of this, £13,319 is monies derived from the Community Infrastructure Levy (CIL), which have to be carried over, and are ring-fenced for infrastructure expenditure, and approximately £10,000 is the balance of the ring-fenced grant from 'Locality' for the Tip project. This leaves a rounded-up balance of approximately £242,500, against a projected reserves requirement of £221,500.

I propose to allocate the surplus on a nominal basis as follows:

Addition to general reserve:	£15,000
Addition to playground reserve:	£ 3,000
Addition to cemetery land reserve:	£ 3,000

However, as I noted in a similar position last year, this does not permit us to go on a 'spending spree'. The closure of the Community Centre and the VENUe due to the coronavirus outbreak, and the suspension of the Car Club, will result in a significant loss of income, while most of our overheads will continue unabated. It is therefore likely that we shall have to draw on general reserves to mitigate the effects of that situation during the coming year. I must also of course reserve the right to draw down from the nominated reserves, particularly the two mentioned above, if the general reserve comes under pressure due to the financial consequences of the virus outbreak.

An updated monitoring sheet is also attached, to accompany the reserves policy.

DOD /Parish Clerk-RFO

12th May 2020

Balance Sheet as at 31st March 2019

31st March 2019

31st March 2020

Current Assets

6,719	Debtors	6,236
8,471	Other Debtors	0
28,042	Vat Refunds	2,065
34,615	Current Bank Account	5,417
100	Cafe Cash Account	100
0	Prepaid Cards	1,785
37,045	Unity Trust	86,133
175,000	CCLA	175,000
630	POCKIT CARD - DOD	0
552	POCKIT CARD - CC	0
981	POCKIT CARD - GAGES	0
17,322	National Savings Account	0
45	Petty Cash	10
43	FUEL FLOAT	43
70	YOUTH CLUB FLOAT	70
30	WELLBEING FLOAT	30
30	CAFE FLOAT	30

309,695

276,918

309,695 Total Assets**276,918****Current Liabilities**

0	Other Debtors	6,770
1,009	Creditors	859
18,708	Accruals	3,566

19,716

11,195

289,978 Total Assets Less Current Liabilities**265,724****Represented By**

156,917	General Reserve	189,904
39,000	Earmarked Reserves	62,500
91,504	Capital Receipt Reserve	0
2,558	CIL Money	13,319

289,978**265,724**

APPENDIX: NOMINATED RESERVES FOR 2020-2021

Name of reserve	Purpose	How/when used	Management	Review
Car hire club	Ring-fenced operating 'float'	Ongoing operating fund	Monitored by scheme admin	Before each C/Services meeting
Playpark equipment	Play equipment replacement	Playpark renewal in ± 2020	Monitored by Clerk/ A&S	Annually – to add incrementally
Highway match fund	Yellow line project contribution	Payment on completion	Not required	Not required
Election fund	Funding for 'ad hoc' by-elections	Payment on demand by WDC	Not required	Annually
Cemetery land purchase	Purchase of extra cemetery land	Payment on completion	Monitored by Clerk	Annually – to add incrementally
Community Centre refurbishment	CC refurbishment costs (to back up revenue budget)	As items fall due	Monitored by Clerk/ P&A	After each spend
VotG 'non-youth'	Unplanned non-youth equipment expenses	No longer required		
Website	Fund replacement of existing website	Costs as required	Monitored by Clerk	Annually if not spent within first year
'Devolved services'	Costs ancillary to acquiring devolved services	As required	Monitored by Clerk and Finance	Annually