

Full Council AGM Supporting Papers

30th May 2024

Agenda Item 7

K Bentley Meeting

Date: 14.05.24

Outstanding Issues Discussed from 2023/4

VAS Sign, London Road (Copford border) – DT advised that SPC would be willing to take on maintenance of the VAS sign if it is recommissioned and in working order. DT will confirm again with Amie Lucus (AL)

Dec 2023 meeting update – J Hagon (JH), KB, Pritti Patel (MP) – work has been scheduled (DT obtain update from AL). Movement of buses around Wheatfield Road has improved

Weston Homes Development PA212507 – KB has requested upgraded entry/exit from estate eg., lights or roundabout. DT will request update from Lucy Mondon re: EH assessment and any planning decision regarding this

Warren Lane/Maldon Road strategic junction upgrade – DT copied KB in on zoo visit numbers re: CCC S106 meeting 11.04.24

Enovert Waste Site – DT highlighted recent social media concerns regarding odours and request for SPC to organise monitoring. KB agreed SPC are not required to monitor and Enovert carry out their own testing. The increase in odours in Feb/March related to a broken cap pipe, which was identified and rectified quickly. Discussed the open petition to close the site ahead of 2026. Any further updates will be provided by Enovert and/or the Environment Agency at the Liaison Meetings

Pothole and Pavement Upgrades – SPC to provide a list in order of priority to KB as EH will carry out repairs in the summer for one week in each area. AL to confirm what week they will visit Stanway

S106 – KB confirmed no progress has been made on actions identified for him ie.,

Cycleway – speak to Tollgate Partnership and Stane Manor (DT to chase Martin Mason and LM for draft letter)

Warren Lane/Maldon Road – organise meeting with Zoo & Tarmac?

School meals

Larger library discussion – with land developers – where will centre of Stanway be?

Winstree Road Healthy School Street – a further public consultation is being set up. DT to obtain copy from AL

DT confirmed a bus from Hedingham and Chambers (No. 70) now stops at Stane Park

LHP – 20's Plenty outside schools – DT has chased EH

KB requested AL set up another informal catch up with SPC chair

KB requested AL arrange for him to write a report for SPC 30th May AGM



Stanway Parish Council

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2023/27

Minutes of the Full Council Meeting held on THURSDAY 28th MARCH 2024

Present: Cllrs T Baines (Chair), T Bloomfield, D Chambers, J Cotter, J Hagon, D Jordan
K McAllister, A Norton, S Seabrook and J Spademan.

Also present: City Councillor L Scott-Boutell and Amanda Ward (Deputy Clerk)

1. **Chairman's welcome and formal notice of the recording of meeting if applicable**
Cllr T Baines welcomed those present, City Councillor L Scott-Boutell asked if the meeting could be recorded. Cllr T Baines advised that the microphone and recording equipment had been missing since the office had been redecorated. City Councillor L Scott-Boutell explained that the meeting was not accessible and should be recorded for transparency and accountability.
Cllr T Baines asked for this to be put on the next CG Agenda.
2. **Apologies for absence**
Apologies were received from City Councillor J MacLean
RESOLVED to accept the apologies
3. **Declaration of Interests**
Cllrs T Baines and A Norton declared their interests in item 17 of the agenda as Trustees for Stanway Village Hall Management Committees, as City Councillor, Cllr J Hagon declared his interest in item 7 of the agenda.
4. **Public Participation**
There were two members of the public present, City Councillor Sue Lissimore who had been invited to speak on item 7 of the agenda and Mr T Singh.
Cllr T Baines invited Mr Singh to address the Council.
Mr Singh explained that many of those present already knew him as he had been a Parish Councillor for two years previously, he wished to join the Council again to serve the Community and help contribute to the residents. Mr Singh is currently a Governor at the Stanway Fiveways Primary School.
5. **Minutes of the Parish Council Meeting 25th January 2024**
RESOLVED to approve the Minutes of the Parish Council Meeting 25th January 2024.
6. **Adoption of Committee Reports – see <https://www.stanwaypc.org.uk/councilmeetings.html>**
To NOTE the (draft) minutes (previously circulated) from:
 - a) Planning Committee meetings held on 6th & 20th February 2024 & 5th & 19th March 2024
 - b) Corporate Governance Committee meetings held on 15th February & 13th March 2024
 - c) Community Services Committee meeting held on 12th March 2024
 - d) Community Assets Committee meeting held on 21st February 2024

Stanway Parish Council

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PROPOSED Cllr T Baines and unanimously RESOLVED to move item 11 of the agenda forward to this point in the meeting.

11. To **RECEIVE** applications to become a Parish Councillor and/or to **APPROVE** any changes to the membership of the Committees of the Parish Council and **RECEIVE** an update from any Councillor training.

Cllr T Baines advised that three applications had been received from Lydia De Col, Trib Singh and Waynes Tearle. apologies for not attending the meeting had been received from both Lydia and Wayne.

PROPOSED Cllr J Spademan and unanimously RESOLVED TO accept all three applications and to appoint T Singh and W Tearle to the Community Assets and Community Services Committees and L De Col to the Planning, Corporate Governance, Community Assets and Community Services Committees until she has had the opportunity to decide on her preferences.

7. **To consider LHP schemes in relation to Essex Highways scheme criteria and receive a report from City Councillor Sue Lissimore.**

Sue Lissimore had been invited to speak prior to the meeting and introduced herself as the Chair of the Local Highways Panel (LHP) which has been running for the last 10 years and is responsible for the fund held by Essex County Council for safety and improvement works on roads, cycle lanes and at bus stops. Sue explained that the Panel had recently changed how it operates with projects being split by size, large or small. Cllr T Baines asked if there was a best time of year to apply and if applications with more information in them go through any quicker.

Sue advised that the beginning of the financial year was the best time to apply but it would always be a slow process due to the amount of work the design team has to do. Additional information does not necessarily mean an application will be sped up as speed checks usually need to be done unless there is already an existing speed analysis in place.

Cllr J Cotter thanked Sue for the information and asked what their budget was for the next financial year and how long a project generally take to complete.

Sue advised that Colchester had been allocated £250,000 for 2024/2025, there is a further 2 million available in the Chairs budget plus there are monies allocated from S106. A project usually takes around 3years from start to finish.

Cllr D Chambers asked about repairs to potholes, improvements at the Warren Lane / Maldon Road junction and the Zebra Crossing at the Lakelands Community Centre. Sue explained that potholes were not covered by the LHP, the junction would be too big of a scheme to fall under the remit of the LHP and the Zebra Crossing was not currently with the panel which would be due to the speed of traffic on the Bypass.

Cllr D Jordan asked how the Parish Council could push forward the 20 is Plenty Signage Scheme. Sue advised that she was not yet aware of an application for the project and that a 20mph is very controversial and will not have the support of the Police. Traffic in the area needs to be consistently travelling at 20mph already and the results of a speed survey would need to be analysed before a decision could be made.

Cllr T Baines thanked Sue for attending and the information provided. Sue left the meeting at 7.30pm.

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8. Essex County Councillor's Report

No report had been received.

9. City Councillors' Reports

City Councillor L Scott-Boutell advised that it was nice to see everybody and that she had not been attending the meetings more frequently as the current acoustics in the Victory Hall made the meetings inaccessible, but she did have several questions for the Council and would like it all minuted.

For ease of reference the questions from City Councillor L Scott-Boutell are as follows and the responses from Cllr T Baines are written in Italics:

1. How much is the grant to SVHMC for, how widely was it made public, what was the lead time for charities to apply and how did SPC invite applications. Was it in your newsletter or on the SPC website / FB page?
Advised that the Community Services Committee had made the decision to invite SVHMC and Colchester First Responders to apply for a grant. The Council website has full details of the grants available along with the criteria and application forms.

2. Equality, Diversity & Inclusion Policy

The reviewed policy states regarding DISABILITY we will provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities, challenge discriminatory assumptions about disabled people, and seek to continue to improve access to information by ensuring availability of loop systems, braille facilities, alternative formatting and sign language interpretation.

I am aware that last May SPC were advised that 4/5 of their loop systems were not working following me having met with Amanda (Deputy Clerk) to test in February. Could you advise if they have been repaired and when? How often are they tested to see if they are still functioning, what is the schedule for servicing? Do you promote that council meetings can be signed, and agendas and minutes be issued in Braille? Have you considered contacting Stage Text to subtitle meetings?

Information and questions on the hearing loops need to be directed to SVHMC who have been the leaseholders since 1972 and manage the halls, the Parish Council are not responsible for them and therefore are unable to answer the question.

Can you also confirm that all hirers of the halls are treated equally with deposits etc remaining the same regardless of whether the hirer has one of the 9 protected characteristics – for example age?

Again, this is the responsibility of SVHMC, and the question needs to be directed to them.

3. Report from SVHMC

Could you advise where the minutes of the meetings are published? I ask in respect of openness and transparency especially as I note in the Clerks report under point 332 that the Charity Commission has closed its enquiry. Could I have more details regarding this please?

Again, this is a matter for SVHMC and not the Parish Council.

Stanway Parish Council

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4. Following on from the Clerks Report I note under the LHP update that Tollgate Village 2 will fund signalised crossing at Hobbycraft / London Road crossing when developed. There is no planning condition attached to this development that agrees that this application will fund a signalised crossing at this location.

Advised that in the absence of the Clerk, she was unable to answer the question.

City Councillor L Scott-Boutell explained that she could not understand why answers couldn't be given when there are representatives of SVHMC sitting on the Council.

Cllr J Spademan advised that this section of the meeting is for City Councillors to give their reports and not for specific questions which should be put in writing prior to the meeting.

City Councillor L Scott-Boutell advised that she has secured funding for the Folley, 4 tonnes of soil will be removed, mesh will be put in and then planting will take place which should stop the debris from washing down onto the path.

Cllr J Cotter said that this was great news and asked if the works will include a new surface. Lesley replied that it would be down to Essex County Council and due to the cost highly unlikely, it is also very unusual for them to resurface footpaths.

Cllr J Hagon also thanked Lesley for the information and asked that the responses to her questions were made a priority. Cllr Hagon then asked how the improvements were to be funded and who would be responsible for maintaining it. Lesley explained that the money had come from her Locality Budget and S106 Funds, it will not be maintained as it is considered 'No Mans Land'.

City Councillor L Scott-Boutell then left the meeting.

In his capacity as a City Councillor, J Hagon then went on to give his report as follows: There will be no changes to waste collections over the Easter Holiday. The City Council is to run a consultation over the renewal of the play park on Swift Avenue and the repairs to the surface on Iron Latch Lane are due by end of month, although have been delayed due to weather.

Cllr Hagon left the meeting at 7.54pm

Cllr J Spademan advised those present that no member of CCC, ECC (Essex County Council) or SPC has the right to ask for or expect minutes to be taken verbatim.

Cllr S Seabrook PROPOSED and unanimously RESOLVED to purchase a small tape recorder as an Aide Memoir for Officers clerking difficult meetings.

10. **To CONSIDER any actions arising from matters brought to the Council's attention during Public Participation.**

There were no matters arising.

12. **Clerk's Report**

The report was circulated prior to the meeting, the report was noted.

Stanway Parish Council

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13. **RFO Report** – To **RECEIVE** an update regarding ongoing actions: and
 - i) **Interim Management Accounts** — to **RECEIVE** the latest interim management accounts – Noted.
 - ii) **AUTHORISE** contracts or project expenditure exceeding any committee's £10,000 delegated authority - None.
 - iii) **AUTHORISE** any virements and transfers to Earmarked Reserves prior to the Financial Year End, as necessary – **Following a request from the Community Services Committee it was RESOLVED and unanimously approved to move £2000 from the Events Cost Code and £1500 from the Grants Cost Code to Earmarked Reserves.**
14. To **REVIEW** and **APPROVE** any deletions/additions to current account bank signatories **RESOLVED to defer to the April Corporate Governance Meeting.**
15. To **REVIEW** and **APPROVE** Projects for Stanway regarding S106 Funding
Cllr T Baines advised there had been no change in the agreed projects list.
16. To **RECEIVE** an update from the Jansma Park Working Group and **DECIDE** on any relevant actions.
There was no update as the Working Group had not met.
17. **Grant Application**
To **CONSIDER** the grant application from SVHMC.
Cllr T Baines and A Norton declared their interests in this item as Trustees of SVHMC.
Cllr D Jordan thanked SVHMC for their application which was being considered at this meeting due to it being the end of the Financial Year and asked why the quotes were higher than the grant request. Cllr T Baines advised that additional grant funding has been secured elsewhere and £1500 is the maximum amount the Parish Council will consider.
PROPOSED Cllr J Spademan and unanimously agreed (except for Cllrs Baines and Norton) to grant SVHMC the sum of £1500.
A cheque was then signed by Cllrs J Cotter and D Chambers.
18. **Winstree Road Healthy School Streets Scheme**
To discuss the update on the scheme circulated by email 1/3/24.
Deferred to the Community Services Committee to monitor.
19. **Approval of Policies**
To **review** and **approve** the following Policies:
Dignity at Work – Civility and Respect
Diversity and Inclusion
Co-Option of Councillors
PROPOSED and unanimously RESOLVED to approve and accept all three policies.
20. To **RECEIVE Reports from Outside Bodies**
 - a) Bus Passenger Representative – Cllr D Chambers advised that the new Number 71 Bus Service will begin on April 15th, there is another meeting planned for which the date is not yet known.

Stanway Parish Council

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- b) Colchester Association of Local Councils – Attended by Cllr D Jordan who advised that Sue Lissimore was the Guest Speaker and gave the same talk she had this evening.
- c) Emergency Planning Officer – No update.
- d) Footpath/Tree Warden/Hedgerow Officer - Cllr J Cotter had no update but thought that the improvements to the Folley was fantastic news.
- e) Quarry Liaison Group – Cllr J Spademan advised that he had been unable to attend the last meeting but had been advised that the application to quarry the land next to the Zoo had been refused as there were concerns that the work could damage the Dyke. Cllr T Baines reported that there had been a sharp increase in the number of complaints about the smells. Cllr K Bentley has requested an urgent meeting with Enover and Cllr Baines has been party to all the emails relating to the situation and has asked if the odours are detrimental to resident's health, a letter from Priti Patel MP has also been received which the Deputy Clerk will respond to after discussion with Cllr Baines.
- f) Rosemary Alms Houses – Cllr D Jordan advised that Persimmons are trying to build at the entrance to the Alms Houses, a complaint has been submitted to the Planning Department at Colchester City Council.
- g) School Governors - Cllr T Singh is a Governor at the Stanway Fiveways Primary School and will give a report at the next Full Council Meeting.
- h) Village Hall Management Committee - Cllr T Baines reported that the accounts were all now up to date and the Charity Commission has now closed its enquiry. The Management Committee are looking for further funding to cover the current works required including the ceiling, hearing aid system and updated sanitary ware at the Tollgate Hall and they now have the funding for the Village Hall floor.
SVHMC have now come through the losses incurred during Covid with the number of bookings increasing so that they are now nearing full capacity. The AGM (Annual General Meeting) is on Wednesday 1st May at 7pm in the Conference Room which will be followed by their Committee Meeting.
- i) Winstree Road Working Group Party – This had already been covered under item 18 of the Agenda.

21. Information Update

Cllr D Jordan reminded those present that the Annual Parish Forum was on Thursday April 25th at 7pm.

Cllr D Chambers that the Doctors Surgeries at Tollgate and Ambrose Avenue were getting a lot of bad reviews, and their services are letting residents down. It was agreed that this would be discussed at the next Corporate Governance Meeting.

Stanway Parish Council

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22. Items for Committees/ Next Council Meeting

Accessibility of Meetings/recording meetings – CG & Full Council
Additions / deletions to current bank signatories – Corporate Governance
Winstree Road Healthy Street Schools Scheme – Community Services

The Deputy Clerk left the meeting at this point:

- 23. Exclusion of Public & Press In accordance with The Public Bodies (Admissions to Meetings) Act 1960 RESOLVE to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information (for example, whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceeding such as confidential, specialist, financial or legal advice) in the remainder of this agenda can be discussed and decided.**
- Confidential Staffing Matters were discussed and agreed.

The Deputy Clerk rejoined the meeting.

- 24. Date and time of next meeting - the next scheduled meeting of the Parish Council will take place on Thursday 30th May at 7.00 pm, Victory Hall, Stanway Community Centre**

There being no further business the Chairman thanked members for their attendance.

The meeting closed at 8.55pm

Amanda Ward, Deputy Clerk

Dated: 2nd April 2024

Signed.....
Chairman

Dated: 30th May 2024



Stanway
Parish Council

Victory Hall, Villa Road,
Stanway, Essex CO3 0RH
P: 01206 542221/07759 837111
E: clerk@stanwaypc.org.uk

Councillor Co-Option Application Form

Full Name SHARON SCARFE	
Home Address THE ACORNS STANWAY GREEN STANWAY	
Postcode CO3 0RA	
Telephone Number 07887 501728	
Mobile Number	
Email SFSCARFE@HOTMAIL.COM	

PLEASE ANSWER THE YES/NO QUESTIONS CAREFULLY AS THEY SET OUT THE LEGAL QUALIFICATIONS FOR BEING A PARISH COUNCILLOR

QUALIFICATIONS

Are you a British or Commonwealth citizen? YES/~~NO~~
Are you 18 or over? YES/~~NO~~

(You only need one of the following four qualifications but please say YES to all that apply)

Are you on the electoral register for the parish? YES/~~NO~~

Have you lived either in the parish, or within 4.8km of its boundary, for at least a year? YES/~~NO~~

Have you been the owner or tenant of land in the parish for at least a year? YES/~~NO~~

Have you had your only or main place of work in the parish for at least a year? YES/~~NO~~

DISQUALIFICATIONS

Are you the subject of a bankruptcy restrictions order or interim order? ~~YES~~/NO

Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (where suspended or not) for a period of three months or more within the option of a fine?

~~YES~~/NO

Are you disqualified by order of a court from being a member of a local authority ~~YES~~/NO

Stanway Parish Council

WHAT CAN YOU BRING TO THE PARISH COUNCIL

- Experience of other voluntary organisations
- Project Management
- Borough Planning Experience
- Policy Making
- Knowledge of the local area
- Charing Committees
- Strategic Planning

Please expand on any experience or skills ticked above

I have worked at the ENAAT as a volunteer & also the RSPCA
I have lived in the area for 18 months coming from the Frimley Area.
Part of the voluntary committee for THE Jumbo Project

Do you have anything you wish to contribute to the Parish Council not mentioned above either in terms of experience, knowledge or skills?

I am very keen to keep the wildlife you & I have in our area.
I was a local government officer for over 25 years and understand the red tape!

Please tell us your reasons for wishing to become a Parish Councillor?

I want to be part of decision making rather than moaning about things after.
Taking my turn!

What is your perception of the role of a Stanway Parish Council?

Hopefully making Stanway a lovely place to live means I must be open to new ideas.

Stanway Parish Council

Stanway Parish Council hold regular evening council and committee meetings within Stanway Community Centre. Are there any factors, other than exceptional circumstances, that might prevent you from regularly attending these meetings?

(unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of councillors' childcare or care of dependants)

None

Are there any local issues that you are particularly interested in that you believe could be of benefit to the Stanway Community?

Do you have a preference, and why, to joining particular Stanway Parish Council Committees?
(refer <https://www.stanwaypc.org.uk/councillors-and-other-information.html>)

open minded

What are your hobbies/interests?

Pickleball / Tennis
Wildlife

As a councillor representing your community, you will help keep it a great place to live and work. You will be supported in your role and will be expected to undergo training. You should be comfortable working electronically. You should have a positive outlook and can-do attitude, be willing to work as part of a team and within the councillor's code of conduct and Stanway Parish Council's terms of reference, representing the Parish Council.

Signed

S. R. Saf

Date

10/5/24

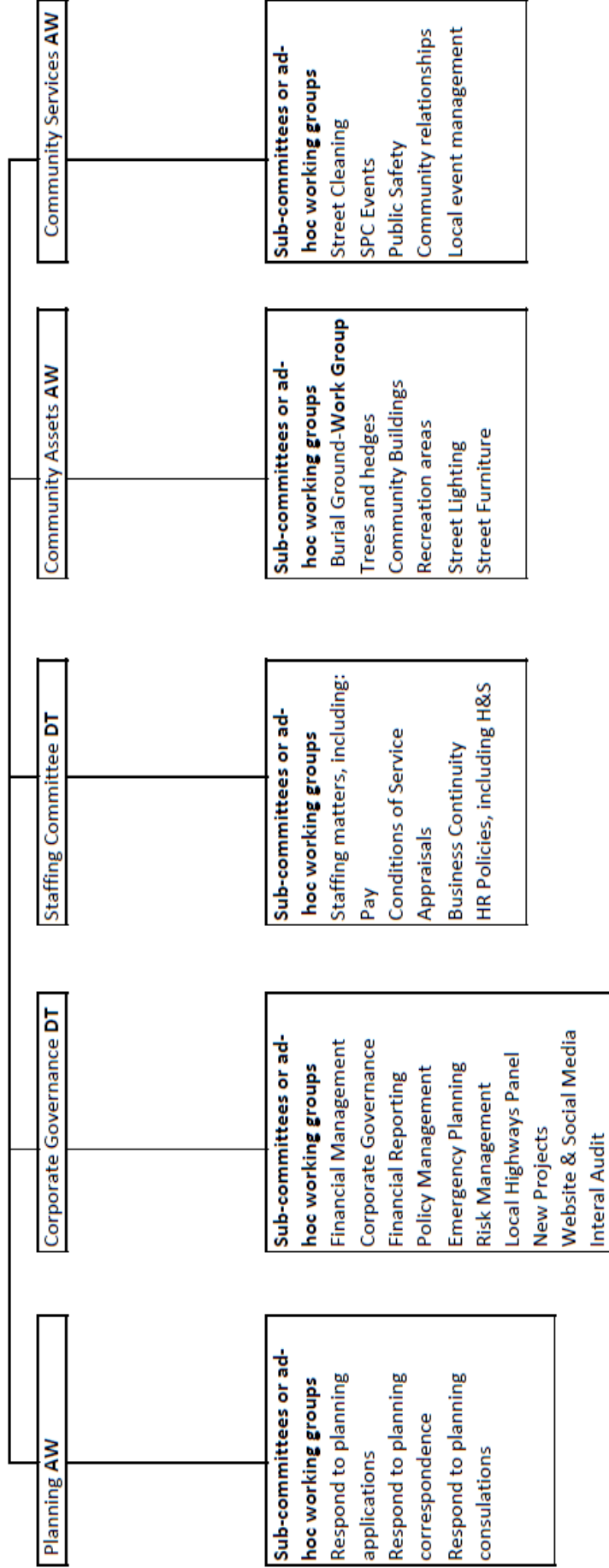
Please return to the Parish Clerk who will confirm receipt and respond accordingly



Stanway Parish Council

Committee Structure Agreed at May 2023 Annual General Meeting

FULL COUNCIL DT



- DT Donna Tristram
- AW Amanda Ward
- LN Lee Needham

Agenda Item 13



Stanway Parish Council Committee Membership 2024/5

COMMITTEE	CHAIR	DEPUTY-CHAIR	MEMBERS	SUBSTITUTE
Planning (Clerk - Amanda Ward) Min 4, Max 7 members	Dave Chambers	Dan Jordan	J Cotter T Bloomfield A Norton	All Councillors
Community Assets (Clerk - Amanda Ward) Min 4, Max 8 members	Dan Jordan	T Baines	Dave Chambers K McAllister J Spademan	All Councillors
Community Services (Clerk - Amanda Ward) Min 4, max 8 members	Dan Jordan	A Norton	L De-Col J Hagon John Spademan T Singh W Tearle	All Councillors
Corporate Governance (Clerk - Donna Tristram) Min 4, max of 7 members	J Cotter	T Baines	J Hagon S Seabrook J Spademan	All Councillors
Staffing Committee (Clerk - Donna Tristram) Min 5 members	J Spademan	T Baines (ex-officio)	T Bloomfield A Norton	

DATA PROTECTION ESSENTIALS (GDPR)

NEW ONLINE TRAINING

This is an e-learning course.
Registration on this course will last 12 months.

£17+ VAT per delegate



Brief Overview:

This course will help you understand the aims and provisions of the UK's data protection legislation and offers essential, practical advice on how to make yourself compliant. EALC will continue to offer training delivered at our offices.

Learning Objectives:

- Recognise why fair and effective data management is important to individuals and to society as a whole.
- Understand relevant data protection legislation and regulations, along with penalties for breaching these.
- Work with information in a way that does not breach the data protection principles and individuals' rights
- Respond to requests for information from individuals in a way that is legal and effective.

Topics explored in this course:

- Understanding the need for data protection laws
- Explaining the GDPR and Data Protection Act 2018
- Defining personal data
- Individuals' rights
- Data protection principles
- Working with data



To Book: Complete the standard EALC booking form and send to **pearl.willcox@ealc.gov.uk** who will then register you with Nimble. Once processed you will receive joining instructions and your Council will then be issued with an invoice.

EALC Courses <https://ealc.gov.uk/training-courses/>

Choose any appropriate course

June 2024						
Courses, Briefings & Workshops						
4 th	Tuesday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
11 th	Tuesday	Councillor Training Days 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00
22 nd	Saturday	**New Course for 2024** Saturday Councillor Refresher course	10.00am – 1.00pm	Stephanie Gill	Office	£100.00

July 2024						
4 th	Thursday Evening	Councillor Training Evening Module 1	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
11 th	Thursday Evening	Councillor Training Evening Module 2	7.00pm – 9.00pm	Stephanie Gill & Clare Milligan	Zoom	£300.00 for 4
18 th	Thursday Evening	Councillor Training Evening Module 3	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules
25 th	Thursday Evening	Councillor Training Evening Module 4	7.00pm – 9.00pm	Stephanie Gill & Michelle Harper	Zoom	£300.00 for 4 modules

13 th	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£130.00
20 th	Saturday	Councillor Training Day 2 Modules 3 & 4	4.00pm – 3.30pm	Stephanie Gill & Michelle Harper	Office	£130.00

September 2024

12 th	Thursday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
19 th	Thursday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00

October 2024

17 th	Thursday	**New Course for 2024** Councillor Refresher Course	10.00am – 1.00pm	Judith Farr	Office	£80.00
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21 st	Monday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	£100.00
28 th	Monday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£100.00

November 2024

Courses, Briefings & Workshops

2 nd	Saturday	Councillor Training Day 1 Modules 1 & 2	10.00am – 4.00pm	Judith Farr & Clare Milligan	Office	£130.00
9 th	Saturday	Councillor Training Day 2 Modules 3 & 4	10.00am – 3.30pm	Judith Farr & Clare Milligan	Office	£130.00
6 th	Wednesday Evening	Evening Councillor Training Module 1	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
13 th	Wednesday Evening	Evening Councillor Training Module 2	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
20 th	Wednesday Evening	Evening Councillor Training Module 3	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules
27 th	Wednesday Evening	Evening Councillor Training Module 4	7.00pm – 9.00pm	Stephanie Gill & Adriana Jones	Zoom	£300.00 for 4 modules

December 2024

Courses, Briefings & Workshops

3 rd	Tuesday	Advanced Councillor Training The Next Steps Day 1	10.00am – 4.00pm	Stephanie Gill & Michelle Harper	Office	£100.00
10 th	Tuesday	Advanced Councillor Training The Next Steps Day 2	10.00am – 3.30pm	Stephanie Gill & Michelle Harper	Office	£100.00

Agenda Item 15



Stanway Parish Council Councillor Representatives to Outside Organisations/Bodies 2024/5

ORGANISATION/BODY	COUNCILLOR REPRESENTATIVE(S)
Bus Passenger Representative	Cllr Chambers
Colchester Association of Local Councils	Cllr Jordan
Emergency Planning Officer	1 x vacancy
Footpath/Tree Warden/Hedgerow Officer	Cllr Cotter
Quarry Liaison Group	Cllrs Spademan & Hagon
Rosemary Alms Houses Committee	Cllr Jordan
School Governors	Cllr T Bloomfield (Stanway Primary) Cllr T Singh (Stanway Fiveways)
Stanway Village Hall Management Committee	2 x Vacancies
Winstree Road Working Group Party	Cllr Spademan Cllr Baines

Agenda Item 17 I (Extracted from April CGC RFO Report)

2. Interim Management Accounts (Appendix One)

The provisional financial statements reflect the 12 months period ending 31 March 2024. The key points are as follows.

- With expenditure below budget the **Revenue Account** shows a small surplus to carry forward into 2024–25. Material variances (i.e. greater than 15 percent or £1,000) are highlighted in the cost code summary.
- This was partly offset by a deficit in the **Capital Account**, owing to unplanned and inadequately funded expenditure on replacement of a soakaway, installation of air-conditioning and acquisition of new grounds maintenance machinery.
- The year ended with £242,341 cash at hand of which £109,500 was ringfenced in identified **Earmarked Reserves**. The balance was the **General Reserve** and met the applicable threshold per Financial Regulation 7.4.

3. Bank Reconciliation (Appendix Two)

The **Bank Reconciliation** shows the accounting records at yearend reconciled with the bank statements as of 31 March 2024. As financial statements are prepared on an 'Income and Expenditure Basis', the references to 'Unrepresented Payments' and 'Unrepresented Receipts' in the report denote creditors and debtors respectively.

Stanway Parish Council Summary of Receipts and Payments Cost Centre Group - Revenue Account

5 April 2024 (2023-2024)

A1 Revenue Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	353,793.00	353,793.00					(0%)
2 Wayleaves	1.00	1.00					(0%)
6 Credit Interest	75.00	2,478.49	2,403.49				2,403.49 (3204%)
53 Community Events	300.00	1,640.81	1,340.81		15.00	-15.00	1,325.81 (441%)
55 Burial Ground	4,000.00	2,693.00	-1,307.00				-1,307.00 (-32%)
77 All Other Revenue Income		150.00	150.00				150.00 (N/A)
SUB TOTAL	358,169.00	360,756.30	2,587.30		15.00	-15.00	2,572.30 (0%)

B1 Staff

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8 Salaries (inc. employee's tax, NI)				140,000.00	125,690.06	14,309.94	14,309.94 (10%)
9 Employers' NI Contribution					12,343.93	-12,343.93	-12,343.93 (N/A)
10 Home Working Allowance				936.00	936.00		(0%)
11 Employers' Pension Contribution				37,937.00	31,981.79	5,955.21	5,955.21 (15%)
13 Training, Membership Fees & Su		770.00	770.00	4,350.00	4,980.18	-630.18	139.82 (3%)
14 Travel & Subsistence				596.00	278.56	317.44	317.44 (53%)
SUB TOTAL		770.00	770.00	183,819.00	176,210.52	7,608.48	8,378.48 (4%)

B2 Office & IT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Office Supplies & Consumables				2,970.00	1,570.06	1,399.94	1,399.94 (47%)
20 Telephone & Broadband		163.40	163.40	3,465.00	2,274.75	1,190.25	1,353.65 (39%)
22 IT Hardware & Software (inc. sup				5,510.00	4,153.75	1,356.25	1,356.25 (24%)
SUB TOTAL		163.40	163.40	11,945.00	7,998.56	3,946.44	4,109.84 (34%)

B3 Banking & Finance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Bank Charges				220.00	282.25	-62.25	-62.25 (-28%)
79 Capital Repayments				16,000.00	16,000.00		(0%)
80 Debit Interest				5,162.00	5,162.00		(0%)
SUB TOTAL				21,382.00	21,444.25	-62.25	-62.25 (-0%)

B4 Professional Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Internal Audit				1,650.00	1,505.00	145.00	145.00 (8%)
25 External Audit				840.00	1,050.00	-210.00	-210.00 (-25%)

Stanway Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Revenue Account

5 April 2024 (2023-2024)

40	Professional Fees	7,700.00	6,731.93	968.07	968.07 (12%)
SUB TOTAL		10,190.00	9,286.93	903.07	903.07 (8%)

B5 Other Admin

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Communications & Advertising				1,750.00	1,615.00	135.00	135.00 (7%)
36	Insurance				6,100.00	6,321.04	-221.04	-221.04 (-3%)
37	Subscriptions				1,700.00	1,496.99	203.01	203.01 (11%)
75	Chairman's Allowance				220.00		220.00	220.00 (100%)
78	Room Hire		58.00	58.00	198.00	15.00	183.00	241.00 (121%)
998	Uncategorised Expenditure					751.92	-751.92	-751.92 (N/A)
999	Accounting Adjustment					15.01	-15.01	-15.01 (N/A)
SUB TOTAL			58.00	58.00	9,968.00	10,214.96	-246.96	-188.96 (-1%)

CA1 Grounds

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Buildings & Car Parks				8,500.00	6,665.05	1,834.95	1,834.95 (21%)
30	Play Areas				6,000.00	957.60	5,042.20	5,042.20 (84%)
31	Grounds Maintenance		267.25	267.25	20,000.00	17,690.13	2,309.87	2,577.12 (12%)
52	Tools and Consumables				1,500.00	997.05	502.95	502.95 (33%)
94	Maintenance Vehicle				7,489.00	2,131.27	5,357.73	5,357.73 (71%)
SUB TOTAL			267.25	267.25	43,489.00	28,441.30	15,047.70	15,314.95 (35%)

CA2 Streets

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Streetlights - ex. Electricity				6,000.00	6,742.10	-742.10	-742.10 (-12%)
81	Street Furniture				3,800.00	2,062.46	1,737.54	1,737.54 (45%)
84	Streetlights - Electricity				24,000.00	8,969.25	15,040.75	15,040.75 (62%)
96	Footpaths				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					35,300.00	17,763.81	17,536.19	17,536.19 (49%)

CA3 Burial Ground

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Burial Ground - All Expenditure				5,200.00	3,928.77	1,271.23	1,271.23 (24%)
SUB TOTAL					5,200.00	3,928.77	1,271.23	1,271.23 (24%)

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Stanway Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Revenue Account

5 April 2024 (2023-2024)

CS1 Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Community Events - Expenditure		18.00	18.00	2,525.00	2,325.81	199.19	217.19 (8%)
70	Grants (all)				3,500.00	3,629.80	-129.80	-129.80 (-3%)
91	Community Safety				5,000.00	4,712.10	287.90	287.90 (5%)
104	Community Services - other exp		30.00	30.00	475.00	329.91	145.09	175.09 (36%)
SUB TOTAL			48.00	48.00	11,500.00	10,997.62	502.38	550.38 (4%)

Summary

NET TOTAL	358,169.00	362,062.95	3,893.95	332,793.00	286,301.72	46,491.28	50,385.23 (7%)
V.A.T.		36,017.71			11,785.94		
GROSS TOTAL		398,080.66			298,087.66		

Stanway Parish Council
Summary of Receipts and Payments
 Cost Centre Group - Capital Account

5 April 2024 (2023-2024)

A2 Capital Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Capital Grants & Other Donation		1,000.00	1,000.00				1,000.00 (N/A)
4	CCC Grants	53,000.00	54,000.00	1,000.00				1,000.00 (1%)
5	Other Grants	44,500.00	6,127.00	-38,373.00				-38,373.00 (-86%)
7	LCTS Administration Subsidy	5,259.00	5,259.00					(0%)
SUB TOTAL		102,759.00	66,386.00	-36,373.00				-36,373.00 (-35%)

Q Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
200	Community Services - environme				1,500.00	1,500.00		1,500.00 (100%)
201	Community Services - other new				12,000.00	12,000.00		12,000.00 (100%)
202	Car park extension				52,000.00	52,557.08	-557.08	-557.08 (-1%)
203	Soakaway				19,000.00	19,069.50	-69.50	-69.50 (-0%)
204	Car park resurfacing				30,000.00	30,000.00		30,000.00 (100%)
205	Electric vehicle charging point				1,000.00	1,000.00		1,000.00 (100%)
206	Air conditioning				5,000.00	4,558.27	441.73	441.73 (8%)
207	Jansma Park				10,000.00	10,000.00		10,000.00 (100%)
208	Grounds Machinery				2,000.00	1,811.67	188.33	188.33 (9%)
SUB TOTAL					132,500.00	77,996.52	54,503.48	54,503.48 (41%)

Summary

NET TOTAL	102,759.00	66,386.00	-36,373.00	132,500.00	77,996.52	54,503.48	18,130.48 (7%)
V.A.T.					15,529.30		
GROSS TOTAL		66,386.00			93,525.82		

5 April 2024 (2023-2024)

Stanway Parish Council
Reserves Balance
 2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Office Equipment	2,000.00				2,000.00
Professional Fees (legal, accou	1,500.00	4,500.00			6,000.00
Car Parks	5,000.00	1,000.00			6,000.00
Workshop & Store	1,000.00	1,000.00			2,000.00
Planning	1,500.00				1,500.00
Village Halls	7,743.00	6,757.00			14,500.00
Footpaths	1,000.00	9,000.00			10,000.00
Grounds	2,500.00	2,500.00			5,000.00
Notice Boards	1,000.00				1,000.00
Streetlights	2,000.00	3,000.00			5,000.00
Staff	20,000.00	5,000.00			25,000.00
Vehicle	500.00	-500.00			0.00
Community Safety	1,000.00				1,000.00
Elections	3,000.00	1,000.00			4,000.00
Burial Ground	2,500.00	-500.00			2,000.00
Outdoor Gym	500.00	3,500.00			4,000.00
Bus Shelters	1,745.00	3,255.00			5,000.00
Play Equipment	10,000.00	2,000.00			12,000.00
Jansma Park					0.00
Grants		1,500.00			1,500.00
Events		2,000.00			2,000.00
Total Earmarked	64,488.00	45,012.00			109,500.00
TOTAL RESERVE	64,488.00	45,012.00			109,500.00
GENERAL FUND					157,082.36
TOTAL FUNDS					266,582.36

Stanway Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		164,732.04
	ADD Receipts 01/04/2023 - 31/03/2024		464,466.66
			629,198.70
	SUBTRACT Payments 01/04/2023 - 31/03/2024		391,613.48
	Cash in Hand 31/03/2024 (per Cash Book)		237,585.22
B	Cash in hand per Bank Statements		
	Petty Cash	03/05/2023	0.00
	6. Unity Trust XXXXX933	31/03/2024	50,097.95
	5. Nationwide XXXXX419	18/03/2023	0.00
	4. Nationwide XXXXX427	26/01/2024	0.00
	1. Unity Trust XXXXX053	31/03/2024	192,243.08
	3. Barclays XXXXX528	26/02/2024	0.00
	2. Barclays XXXXX152	26/02/2024	0.00
			242,341.03
	Less unrepresented payments		4,755.81
		237,585.22	
Plus unrepresented receipts			
	Adjusted Bank Balance		237,585.22
	A = B Checks out OK		

Stanway Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bench	2024		369.00	Lucy Lane South	10 Years		
Car Parks	1946	450.00	1.00	Villa Road			
Comb Meadow Burial Ground	2010		1.00	Comb Meadow Burial Gr	100 years		
Cycle Racks	2023	5,374.00	2,000.00	Villa Road	10 Years		
Dell Latitude 3540	2024	660.00	660.00		5 Years		
Dell P2422H Monitor	2023		150.00	RFO's Home Office	10 years		
Epson Ink Jet Printer	2022	233.00	233.00	RFO's Home Office	5 years		
HP COLOR LASER 179FNW MULTIFUNCTION	2023	249.00	249.00	Clerk's Home Office	5 years		
Land between London & Peace Ro	1970s?		1.00	London Road	n/a		
LUCY LANE SOUTH EX416505	2023	1.00	1.00	Lucy Lane South			
Memorial Board	2008	4,700.00	6,000.00	Victory Hall	25 years		
MS162 12" Chainsaw	2024	130.00	130.00		5 Years		
Playing Fields	1946	500.00	1.00	Villa Road	50 years		
SILVERWITCH GREEN (CORNER)	2023	1.00	1.00	Silverwitch Green			
SILVERWITCH GREEN EX826933	2023	1.00	1.00	Silverwitch Green			
Stanway Green EX400330			1.00	Stanway Green	50 years		
Stihl RF56 Strimmer	2024	300.00	300.00		5 Years		
Storage Unit	2010	1,500.00	1,600.00	Villa Road	10 years		
Swan Green	1970		1.00	London Road	n/a		
Tollgate Hall	1970	392,837.00	430,000.00	Villa Road	25 years		
Toro Timemaster TM76	2024	1,300.00	1,500.00		5 years		
Victory Hall	2007		481,000.00	Villa Road	50 years		
Village Hall	1948	1,748,280.00	960,000.00	Villa Road	50 years		
Workshop	2021	9,295.00	9,500.00	Villa Road	50 years		
		2,165,811.00	1,893,700.00				

B2 Office & IT

Stanway Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Office equipment	Various	3,900.00	10,338.00	Various	5 years		
P.A.System	2011	2,000.00	2,000.00	Victory Hall	5 years		
		<u>5,900.00</u>	<u>12,338.00</u>				
CA1 Grounds							
Bench seats	Various	3,805.00	2,000.00	Various	5 years		
Collapsible Access Bollards	2022	400.00	1,400.00	Various	5 years		
Covid Memorial	2022	975.00	975.00		10 years		
Fencing for Play Areas	2002	11,000.00	15,000.00	LLS & SWG	5 years		
Litter bins	Various	2,880.00	4,500.00	Various	5 years		
Maintenance Tools & Equipment	Various		4,100.00				
Outdoor Gym	2021	25,000.00	25,000.00	Silverwitch Green	10 years		
Play equipment	2022	73,415.00	69,300.00	Silverwitch Green	10 years		
Play equipment	2022	41,019.00	49,223.00	Lucy Lane South	10 years		
Van	2023	10,000.00	10,000.00		5 years		
		<u>168,494.00</u>	<u>181,498.00</u>				
CA2 Streets							
118 Street Lights	Various	72,800.00	413,000.00	Various	15 years		
Bus shelters	Various	17,380.00	27,996.00	Various	10 years		
Notice Boards	Various	8,700.00	11,070.00	WF/FW/V/R/C/LR/HR/BR	1 - 10 years		
Signage	Various		1,225.00	Various	10 years		
Vehicle activated sign	2023	4,100.00	4,100.00		5 years		
		<u>102,980.00</u>	<u>457,391.00</u>				
CA3 Burial Ground							
Benches	2012	600.00	1,000.00	Comb Meadow Burial Gr	5 years		
Entrance Gates and Walls	2011	73,500.00	14,300.00	Comb Meadow Burial Gr	25 years		
Grave Shoring Equipment	2012	3,566.00	3,800.00	Comb Meadow Burial Gr	n/a		

Stanway Parish Council

Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Litter Bins	2012	320.00	500.00	Comb Meadow Burial Gr	5 years		
Memorial Plaque	2020	480.00	500.00	Comb Meadow Burial Gr			
Memorial Wall 2	2021	12,600.00	12,600.00	Comb Meadow Burial Gr	25 years		
Shed	2018	515.00	515.00	Comb Meadow Burial Gr	10 years		
Shelter	2011	2,950.00	8,353.00	Comb Meadow Burial Gr	5 years		
Signs	2022	2,500.00	2,500.00	Comb Meadow Burial Gr	5 years		
		97,031.00	44,068.00				
CS1 Community Services							
6ft Outline Steel Tommy Statue	2022	650.00	650.00		10 years		
Defibrillators & Cabinets	Various	8,000.00	9,580.00	Various	10 years		
		8,650.00	10,230.00				
Grand Total:		2,548,866.00	2,599,225.00				

Agenda Item 17 iii (extracted from CGC RFO Report May 2024)

10. Insurance

The Council's policy of insurance falls due for renewal on 1 June 2024 and the Council has been asked by its appointed insurance broker to provide up-to-date underwriting information.

Under the Insurance Act 2015, the Council has a '*duty of fair representation*' which obliges it to disclose to a prospective insurer '*every material circumstance which the insured know or ought to know*'. It is generally held that, as the Council is a corporate body, the knowledge of each individual member is the knowledge of the Council itself. A '*material circumstance*' is any fact or circumstance which '*would influence the judgement of a prudent insurer in determining whether to take the risk and, if so, on what terms.*'

The legal remedies potentially available to an insurer for a breach of the duty of fair presentation range from charging extra premium or imposing additional restrictive terms to the complete avoidance (in other words cancellation) of the insurance. With that in mind, is any member of the CGC aware of anything he/she believes is or may be relevant?

Agenda Item 17 iv (extracted from RFO's report to CGC 20.05.24)

Report to the Corporate Governance Committee

Date: 20 May 2024

Subject: Insurance

Introduction

Stanway Parish Council's insurance is provided under a continuous agreement that lasts until it is cancelled by either the insurer or the insured giving 30-days' notice. The insurer has not given notice of cancellation but has issued terms to 'renew' the policy from 1 June 2024.

Terms to 'renew' the policy of insurance

The terms issued by the insurer are set out in the appended letter and documents, which can be summarised as follows:

Premium: £6,386.40

Taxes and fees: £841.37 (the broker also receives commission of an amount it has not disclosed)

Total cost: £7,227.77

Cover: Chiefly as per the 'expiring' policy of insurance, except for: (1) added exclusion of 'communicable diseases'; (2) sums insured for buildings and contents increased by index-linking.

The overall cost is roughly 14% up on a year ago but is within budget. It is also worth remembering the investigation completed less than six months ago concluded the current provider's offering is competitively priced albeit a direct comparison with alternatives was impossible.

Things to highlight

The suite of documents issued by the broker includes a section titled 'Important Information' which I draw to your attention. It includes the broker's guidance on various matters including: (1) the remedies available to an insurer in the event of so-called 'under insurance'; (2) the broker's mostly accurate interpretation of the 'duty of fair presentation'; and (3) 'making a claim', which differs significantly to the terms of the policy of insurance. There is also the broker's own 'Terms of Business Agreement' which is a separate agreement to the policy of insurance.

Legal obligations relating to insurance

Compulsory insurance

There are very few types of insurance the Council is required to hold.

Employers' Liability Insurance The Employers' Liability (Compulsory Insurance) Act 1969 requires the Council to insure against liability for bodily injury or disease sustained by employees in the course of their employment, and to maintain insurance. The law was updated periodically since 1969, most recently by the Employers' Liability (Compulsory Insurance) Regulations 1998 which introduced a minimum limit of indemnity of £5 million.

Fidelity Guarantee The Local Government Act 1972 requires the Council to take security as it considers sufficient in the case of any officer entrusted with the custody or control of money. This is easily done by a policy of fidelity guarantee insurance but there is no express requirement for the Council to hold such insurance. It is also noted that, except for a very small amount of cash received at community events, no officer ever has custody or control of the Council's money. Instead, the Financial Regulations gives such duty to the councillors who are bank signatories.

Motor Insurance Taken as a whole, the Road Traffic Act and its subsequent updates requires the Council to ensure there is insurance in force covering the use of a motor vehicle on a public road. This type of insurance is often known as 'third party motor insurance' and is catered for under a separate policy of insurance.

Fair presentation

The law on insurance contracts changed nine years ago when the Insurance Act 2015 came into force. Under that legislation, the Council has a statutory duty of '*fair presentation*', which obliges it to disclose to the insurer '*every material circumstance which the insured knows or ought to know*'. A '*material circumstance*' is anything that '*would influence the judgement of a prudent insurer in determining whether to take the risk and, if so, on what terms.*'

The '*knowledge of the insured*' is dealt with in the legislation. It is not only '*what is known to the individuals who are responsible for the insured's insurance*' but in the case of a corporate body it is also what is known to the '*individuals who are part of the insured's senior management*'. While it is isn't defined in the Insurance Act, the generally held view based on precedent is the '*senior management*' of an organisation is the executive decision-making body which, for Stanway Parish Council, are the members individually and collectively. The Financial Regulations say the RFO will effect insurance '*as directed by the CGC*' so at the very least the '*knowledge of the insured*' will be things known to the members of the CGC.

Lastly, the duty of '*fair presentation*' arises '*before a contract of insurance is entered into*' and does not continue thereafter unless agreed by insured and insurer.

What else to insure?

It is at the Council's sole discretion to determine which other types of insurance are appropriate. In theory there should be a connection between the Risk Schedule, and the types of insurance.

Agenda Item 17 v Total Paid during 2023/4 = £ 2080.99

Stanway Parish Council

29 May 2024 (2023-2024)

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22 Subscriptions	20/04/2023		1. Unity Trust XXXXX		Membership subscription	Institute of Cemetery and	X	95.00		95.00
25 Subscriptions	24/04/2023		1. Unity Trust XXXXX		Membership subscription	Essex Association of Local	X	1,301.99		1,301.99
96 Subscriptions	14/06/2023		1. Unity Trust XXXXX	DIRECT DEBIT	ICO registration fee	Information Commissioner	E	35.00		35.00
149 Subscriptions	27/07/2023		1. Unity Trust XXXXX		Membership subscription	Colchester Association of L	X	35.00		35.00
252 Subscriptions	02/10/2023		1. Unity Trust XXXXX		Membership subscription	Essex Playing Fields Associ	X	30.00		30.00
Total								1,496.99		1,496.99

society of Local Council Clerks

Display details of individual rows within each transaction

Detailed View

Columns

Filter

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank
372	21.12.2023	£288.00	£0.00	£288.00	31.01.2024	Membership subscription	Society of Local Council Clerks	1. Unity Trust XXXXX053
57	17.05.2023	£296.00	£0.00	£296.00	30.06.2023	Membership subscription	Society of Local Council Clerks	1. Unity Trust XXXXX053

Agenda Item 17 vi Total Paid during 2023/4 = £ 2080.99

Monthly Regular Payments

Home working allowance x 3 employees	£ 26.00 x 3
New Star Network—Mobile phones	£ Variable
IT Software & Connectivity Package - Saint IT	£ 176.61
IT Support Package—Saint IT	£ 99.00
IT Toner Ink Plan—Saint IT	£ 15 > Approx
Debit Card—£ 50 maximum transaction/£200 monthly limit for Maintenance Worker	
Debit Card—£ 500 monthly limit For Clerk	
Debit Card Charge	£ 3.00

Cancelled

A& J Lighting—To be paid on production of 1 invoice £ 127.90

6 monthly

Public Work Loan (Capital Repayment)	£ 8,000.00
Public Work Loan (Interest)	£ 2,500 <Approx

Yearly

ICO Registration Fee	£ 35.00 +
Health Assured Limited—Welfare Packag	£ 500 +

Agenda Item 17 viii (Extracted from CGC RFO Report 05.24)

Stanway Parish Council

1 May 2024 (2024-2025)

Summary of Receipts and Payments

Cost Centre Group - Capital Account (Between 01/04/2024 and 30/04/2024)

A2 Capital Receipts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Capital Grants & Other Donation							(N/A)
4	CCC Grants	1,000.00		-1,000.00				-1,000.00 (-100%)
5	Other Grants	203,741.00		-203,741.00				-203,741.00 (-100%)
7	LCTS Administration Subsidy	5,259.00		-5,259.00				-5,259.00 (-100%)
SUB TOTAL		210,000.00		-210,000.00				-210,000.00 (-100%)

Q Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	IT Equipment					660.23	-660.23	-660.23 (N/A)
207	Jansma Park				200,000.00		200,000.00	200,000.00 (100%)
209	Bus shelter corner of Holly Rd ar				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					210,000.00	660.23	209,339.77	209,339.77 (99%)

Summary

NET TOTAL	210,000.00		-210,000.00	210,000.00	660.23	209,339.77	-660.23 (-0%)
V.A.T.					132.05		
GROSS TOTAL					792.28		

Stanway Parish Council

1 May 2024 (2024-2025)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/04/2024)

A1 Revenue Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	364,200.00		-364,200.00				-364,200.00 (-100%)
2	Wayleaves	1.00		-1.00				-1.00 (-100%)
6	Credit Interest	750.00		-750.00				-750.00 (-100%)
53	Community Events	1,000.00		-1,000.00				-1,000.00 (-100%)
55	Bural Ground	4,000.00	1,810.00	-2,190.00		20.00	-20.00	-2,210.00 (-55%)
77	All Other Revenue Income							(N/A)
SUB TOTAL		369,951.00	1,810.00	-368,141.00		20.00	-20.00	-368,161.00 (-99%)

B1 Staff

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Salaries (Inc. employee's tax, NI				146,700.00	10,877.66	135,822.34	135,822.34 (92%)
9	Employers' NI Contribution				13,600.00	1,084.90	12,515.10	12,515.10 (92%)
10	Home Working Allowance				950.00	78.00	872.00	872.00 (91%)
11	Employers' Pension Contribution				35,208.00	2,755.84	32,452.16	32,452.16 (92%)
13	Training, Membership Fees & Su				5,000.00	731.67	4,268.33	4,268.33 (85%)
14	Travel & Subsistence				600.00		600.00	600.00 (100%)
SUB TOTAL					202,058.00	15,528.07	186,529.93	186,529.93 (92%)

B2 Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Office Supplies & Consumables				1,900.00	52.22	1,847.78	1,847.78 (97%)
20	Telephone & Broadband				2,300.00	165.64	2,134.36	2,134.36 (92%)
22	IT Hardware & Software (Inc. sup				4,300.00	600.07	3,699.93	3,699.93 (86%)
SUB TOTAL					8,500.00	817.93	7,682.07	7,682.07 (90%)

B3 Banking & Finance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Bank Charges				200.00		200.00	200.00 (100%)
79	Capital Repayments				16,000.00		16,000.00	16,000.00 (100%)
80	Debit Interest				4,450.00		4,450.00	4,450.00 (100%)
SUB TOTAL					20,650.00		20,650.00	20,650.00 (100%)

B4 Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Internal Audit				1,600.00		1,600.00	1,600.00 (100%)
25	External Audit				1,100.00		1,100.00	1,100.00 (100%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/04/2024)

40 Professional Fees		33,500.00		33,500.00	33,500.00 (100%)
SUB TOTAL		36,200.00		36,200.00	36,200.00 (100%)

B5 Other Admin

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Communications & Advertising				1,700.00	80.00	1,620.00	1,620.00 (95%)
36 Insurance				10,000.00		10,000.00	10,000.00 (100%)
37 Corporate Subscriptions				1,500.00	1,454.91	45.09	45.09 (3%)
75 Chairman's Allowance				200.00	63.98	136.02	136.02 (68%)
998 Uncategorised Expenditure							(N/A)
999 Accounting Adjustment							(N/A)
SUB TOTAL				13,400.00	1,598.89	11,801.11	11,801.11 (88%)

CA1 Grounds

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27 Buildings & Car Parks				10,000.00		10,000.00	10,000.00 (100%)
30 Play Areas				6,000.00		6,000.00	6,000.00 (100%)
31 Grounds Maintenance				17,500.00	768.00	16,732.00	16,732.00 (95%)
52 Tools and Consumables				1,000.00	41.90	958.10	958.10 (95%)
57 Burial Ground				2,500.00	1,412.50	1,087.50	1,087.50 (43%)
94 Maintenance Vehicle				1,200.00	41.61	1,158.39	1,158.39 (96%)
SUB TOTAL				38,200.00	2,264.01	35,935.99	35,935.99 (94%)

CA2 Streets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50 Streetlights - ex. Electricity				6,000.00	1,145.70	4,854.30	4,854.30 (80%)
61 Street Furniture				4,500.00		4,500.00	4,500.00 (100%)
84 Streetlights - Electricity				15,000.00		15,000.00	15,000.00 (100%)
96 Footpaths				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL				26,500.00	1,145.70	25,354.30	25,354.30 (95%)

CS1 Community Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54 Community Events				6,000.00	579.13	5,420.87	5,420.87 (90%)
70 Grants				5,000.00		5,000.00	5,000.00 (100%)
91 Community Safety				4,000.00		4,000.00	4,000.00 (100%)
104 Community Services				500.00	100.00	400.00	400.00 (80%)
105 Road Safety				3,000.00		3,000.00	3,000.00 (100%)

Summary of Receipts and Payments

Cost Centre Group - Revenue Account (Between 01/04/2024 and 30/04/2024)

SUB TOTAL				18,500.00	679.13	17,820.87	17,820.87 (96%)
Summary							
NET TOTAL	369,951.00	1,810.00	-368,141.00	364,008.00	22,053.73	341,954.27	-26,186.73 (-3%)
V.A.T.					859.18		
GROSS TOTAL		1,810.00			22,912.91		

Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
17	09/04/2024		1. Unity Trust 00000		Training	Cochester Regional April	S	130.00	24.00	144.00
18	09/04/2024		1. Unity Trust 00000		Maintenance consumables	GRASSOPPER (HORTICU)	S	4.82	0.96	5.78
19	09/04/2024		1. Unity Trust 00000		Maintenance consumables	GRASSOPPER (HORTICU)	S	7.11	1.42	8.53
20	10/04/2024		1. Unity Trust 00000		Office consumables	Saint IT Ltd	S	13.60	2.72	16.32
21	15/04/2024		1. Unity Trust 00000		IT hardware	Saint IT Ltd	S	175.35	35.07	210.42
22	15/04/2024		1. Unity Trust 00000	DIRECT DEBIT	Telephone and broadband	New Star Networks Ltd	S	166.64	33.13	198.77
23	16/04/2024		1. Unity Trust 00000		Waste collection	TBS Hygiene Ltd	S	218.00	43.60	261.60
24	17/04/2024		1. Unity Trust 00000		Membership subscription	Institute of Cemetery and	X	100.00		100.00
25	17/04/2024		1. Unity Trust 00000		IT hardware	Saint IT Ltd	S	600.23	132.05	792.28
26	21/04/2024		1. Unity Trust 00000		Maintenance consumables	Screwfix Direct Ltd Via Tra	S	26.97	5.39	35.96
27	20/04/2024		1. Unity Trust 00000		Expenses reimbursement	Teresa Barnes	X	63.98		63.98
27	20/04/2024		1. Unity Trust 00000		Expenses reimbursement	Teresa Barnes	X	100.00		100.00
28	18/04/2024		1. Unity Trust 00000		Fuel	Sainsbury's Supermarkets	S	46.61	8.32	49.93
30	25/04/2024		1. Unity Trust 00000		Event expenditure	Buffrich (Cob Equipment)	X	546.00		546.00
31	25/04/2024		1. Unity Trust 00000		Expenses reimbursement	Lee Needham	X	27.46		27.46
32	25/04/2024		1. Unity Trust 00000		Memorial plaque	THE HUNNIBALL FAMILY	S	175.00	35.00	210.00
33	25/04/2024		1. Unity Trust 00000		Grave plot markers	THE HUNNIBALL FAMILY	S	1,237.50	247.50	1,485.00
34	25/04/2024		1. Unity Trust 00000		IT software and support	Saint IT Ltd	S	118.97	23.99	143.96
35	28/04/2024		1. Unity Trust 00000		Advertising	Regional Life Ltd	S	86.00	16.00	96.00
36	29/04/2024		1. Unity Trust 00000	DEBIT CARD	Event expenditure	Hongkong One Hundred M	S	9.13	1.83	10.96
37	28/04/2024		1. Unity Trust 00000	DEBIT CARD	Event expenditure	automailer@parcycapita.co	X	21.00		21.00
38	30/04/2024		1. Unity Trust 00000		Grounds maintenance	Dines Agri Services	X	530.00		530.00
39	01/05/2024		1. Unity Trust 00000	STANDING ORDER	IT software and support	Saint IT Ltd	S	176.61	35.32	211.93
40	01/05/2024		1. Unity Trust 00000	STANDING ORDER	IT software and support	Saint IT Ltd	S	99.00	19.80	118.80
Total									666.70	5,411.68

Stanway Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
41	01/05/2024		1. Unity Trust 00000		Pensions	Essex Pension Fund	X	661.67		661.67
41	01/05/2024		1. Unity Trust 00000		Pensions	Essex Pension Fund	X	2,693.14		2,693.14
42	01/05/2024		1. Unity Trust 00000		PAIE & National Insurance	HM Revenue & Customs	X	1,731.93		1,731.93
42	01/05/2024		1. Unity Trust 00000		PAIE & National Insurance	HM Revenue & Customs	X	1,050.73		1,050.73
43	01/05/2024		1. Unity Trust 00000	STANDING ORDER	Home working allowance					26.00
44	01/05/2024		1. Unity Trust 00000	STANDING ORDER	Home working allowance					26.00
45	01/05/2024		1. Unity Trust 00000	STANDING ORDER	Home working allowance					26.00
46	01/05/2024		1. Unity Trust 00000		Salaries					1,770.53
47	01/05/2024		1. Unity Trust 00000		Salaries					1,675.87
48	01/05/2024		1. Unity Trust 00000		Salaries					2,527.55
49	01/05/2024		1. Unity Trust 00000		Salaries					2,278.44
Total									14,467.86	14,467.86

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		237,585.22
	ADD Receipts 01/04/2024 - 30/04/2024		186,589.50
			424,174.72
	SUBTRACT Payments 01/04/2024 - 30/04/2024		23,691.19
A	Cash in Hand 30/04/2024 (per Cash Book)		400,483.53
	Cash in hand per Bank Statements		
	Petty Cash 03/05/2023	0.00	
	1. Unity Trust XXXXX053 30/04/2024	355,362.13	
	2. Unity Trust XXXXX933 30/04/2024	50,097.95	
			405,460.08
	Less unrepresented payments		5,129.31
			400,330.77
	Plus unrepresented receipts		
B	Adjusted Bank Balance		400,330.77
	Error A does NOT equal B		
	ERROR IS	£152.76	

Stanway Parish Council
Uncashed payments/transfers out (All banks)
(Upto 30/04/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
15	08/04/2024	DEBIT CARD	Office equipment	34.97	1. Unity Trust XXXXX053
16	08/04/2024	DEBIT CARD	Office equipment	13.39	1. Unity Trust XXXXX053
17	09/04/2024		Training	144.00	1. Unity Trust XXXXX053
18	09/04/2024		Maintenance consumables	5.78	1. Unity Trust XXXXX053
19	09/04/2024		Maintenance consumables	8.53	1. Unity Trust XXXXX053
20	10/04/2024		Office consumables	16.32	1. Unity Trust XXXXX053
29	10/04/2024		Refund		1. Unity Trust XXXXX053
21	15/04/2024		IT hardware	210.42	1. Unity Trust XXXXX053
22	15/04/2024	DIRECT DEBIT	Telephone and broadband	198.77	1. Unity Trust XXXXX053
23	16/04/2024		Waste collection	261.60	1. Unity Trust XXXXX053
24	17/04/2024		Membership subscription	100.00	1. Unity Trust XXXXX053
25	17/04/2024		IT hardware	792.28	1. Unity Trust XXXXX053
28	18/04/2024	DEBIT CARD	Fuel	49.93	1. Unity Trust XXXXX053
27	20/04/2024		Expenses reimbursement	163.98	1. Unity Trust XXXXX053
26	21/04/2024		Maintenance consumables	35.96	1. Unity Trust XXXXX053
30	25/04/2024		Event expenditure	549.00	1. Unity Trust XXXXX053
31	25/04/2024		Expenses reimbursement	27.46	1. Unity Trust XXXXX053
32	25/04/2024		Memorial plaque	210.00	1. Unity Trust XXXXX053
33	25/04/2024		Grave plot markers	1,485.00	1. Unity Trust XXXXX053
34	25/04/2024		IT software and support	143.96	1. Unity Trust XXXXX053
35	28/04/2024		Advertising	96.00	1. Unity Trust XXXXX053
37	28/04/2024	DEBIT CARD	Event expenditure	21.00	1. Unity Trust XXXXX053
36	29/04/2024	DEBIT CARD	Event expenditure	10.96	1. Unity Trust XXXXX053
38	30/04/2024		Grounds maintenance	550.00	1. Unity Trust XXXXX053
Total-----				5,129.31	

Stanway Parish Council
Uncashed receipts/transfers in (All banks)
(Upto 30/04/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
Total-----					

Agenda Item 19



Mrs Adam Pipe
Head of Roads Policing
Operational Policing Command
Holts Lane
Boreham
Essex
CM3 3BG

23rd May 2024

Dear Donna,

RE: Potential sale of Stanway Roads Policing Unit

Our county remains a safe place to live, work and socialise, wherever you are. We want to keep it that way and Essex Police remains committed to keeping communities safe, protecting people from harm and working with our partners to prevent and detect crime. To achieve this, it is important that we take into account the changing needs of our communities, the changing nature of crime both locally, nationally and internationally and take advantage of modern technology and working practices.

To meet these challenges Essex Police continues to evolve, thinking carefully how we invest the resources we have to best effect. We are committed to making the most of every penny by investing in training, skills, equipment and estate that officers, staff and volunteers need to keep our county safe. At the time of writing, we have more than 3,755 police officers – our highest number in several years – and they are committed to serving you, our communities.

As has been well publicised since 2015, we have continued to sell parts of our estate that are old, inefficient, out of date or not best geographically placed to serve the needs of our communities. In addition to this we have: invested in refurbishing strategically placed police stations that can serve our communities and remain publicly accessible; invested in shared co-locations with our partners to ensure financial efficiency and

Report non-emergency crime and anti-social behaviour online at www.essex.police.uk or ring **101**

If a crime is in progress or someone is in immediate danger, always ring **999**

If you have a hearing or speech impairment, use our textphone service **18000** or the **999 BSL app**

enhance partnership working; and continued to invest in a police service that is visible and accessible to all our communities. We want officers out in their communities – both rural, urban and coastal – not behind a desk because it is police officers that catch criminals, protect victims and prevent crime.

In line with our estates disposal programme, we wanted to tell you that we intend to place the Stanway Roads Policing Hub, former workshops and offices up for sale. Before we finalise that decision we would welcome any feedback or comments you might have by 7th June 2024. You can do this by contacting Adam.Pipe@Essex.Police.UK

Our Roads Policing Unit (RPU) will be moving to our complex in Boreham to join their Operational Policing Command colleagues. The former workshops were vacated in 2012 and our Transport Services team have since worked at our site in Boreham. And our Major Investigation Team (MIT) relocated to the North (Dunmow) and South (Rayleigh) hubs in 2019.

The sale of the site will not materially change anything at all in the level of service that our local communities can expect and will get from Essex Police. We will continue to be out, visible, accessible, catching criminals and working hard to prevent crime.

You will continue to see our Roads Policing Unit working hard to keep Essex's roads and all road users safe. Through a number of policing operations and proactive patrols across the county, officers identified drivers who were unfit to drive and breaking the law. In just the first three months of 2024, RPU officers arrested 583 drivers in connection with drink or drug driving.

Our dedicated Community Policing Team will also continue to operate successfully from nearby Colchester Police Station, and most importantly our officers and Police Community Support Officers are visible every day in the Stanway community.

The Essex Police front counter at Colchester Police Station remains open and is staffed by Essex Police employees from 9am to 5pm Monday to Sunday. People can make use of our online reporting services and live chat services (available on our website

www.essex.police.uk) or of course the 101 number. They can also sign up to our Dispatch e-newsletter to find out about what is going on in their area: www.essex.police.uk/dispatch

As Head of Roads Policing and District Commander for Colchester, our RPU officers and Community Policing Team will continue to work with you and all our partners to deal with all aspects of neighbourhood policing and to keep our communities and roads safe.

Yours sincerely,



Adam Pipe
Head of Roads Policing

Chief Inspector Colin Cox
District Commander

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Agenda Item 22

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	232,447	200,664	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	290,762	353,793	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	103,286	74,656	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	154,009	157,672	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	21,874	21,162	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	249,948	183,696	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	200,664	266,582	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	164,732	237,585	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,589,531	2,598,196	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	120,000	104,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date

25/04/2024

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Agenda Item 24

Bank Signatories

Clrs Baines, Chambers, Cotter, De-Col?, Seabrook

Agenda Item 26 Current Standing Orders Refer

<https://www.stanway-pc.gov.uk/uploads/standing-orders->



Stanway
Parish Council

STANDING ORDERS

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Version Control

Version No:	2.1
Dated approved by Council:	[DATE] 2024
Summary of changes:	Replaces: Standing Orders dated May 2023
Date next review due:	May 2025

1. How to use standing orders

The following paragraphs 0 to 0 in this section 1 (How to use standing orders) are drafting instructions directed to the Council by the National Association of Local Councils and are not Standing Orders.

Standing Orders are the written rules of a local Council. They are used to confirm a Council's internal organization, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a Council but they may refer to them. A local Council must have standing orders for the procurement of contracts.

Meetings of full Council, Councillors, the Responsible Financial Officer and the Proper Officer are subject to many statutory requirements. A Council should have Standing Orders to confirm those statutory requirements. A Council should have Standing Orders to control the number, place, quorum, notices and other procedures for Committee and Sub-Committee meetings because these are subject to fewer statutory requirements. If it does not, Committees and Sub-Committees may adopt their own Standing Orders.

Standing Orders that are in bold type contain statutory requirements. It is recommended that Councils adopt them without changing them. Other model Standing Orders not in bold are designed to help Councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a Council's needs. For convenience, the word "Councillor" is used in Standing Orders and includes a non-Councillor with or without voting rights unless otherwise stated.

~~The Standing Orders do not include 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 Responsible Financial Officer.~~

2. Rules of debate at meetings

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

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

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

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

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

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

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

A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.

Subject to standing order 2.11., only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.

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

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

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

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

Unless permitted by the Chairman of the meeting, a Councillor may speak once in the debate on a motion except:

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- a) to speak on an amendment moved by another Councillor;
- b) to move or speak on another amendment if the motion has been amended since he last spoke;
- c) to give a personal explanation; or
- d) in exercise of a right of reply.

During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

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

When a motion is under debate, no other motion shall be moved except:

- a) to amend the motion;
- b) to proceed to the next business;
- c) to adjourn the debate;
- d) to put the motion to a vote;
- e) to ask a person to be no longer heard or to leave the meeting;
- f) to refer a motion to a Committee or Sub-Committee for consideration;
- g) to exclude the public and press;
- h) to adjourn the meeting; or
- i) to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

Excluding motions moved under standing order 2.18, the contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

3. Disorderly conduct at meetings

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.

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

If a resolution made under standing order 0 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.

4. Meetings generally

The following applies to Full Council 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) Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman may in his absence be done by, to or before the Deputy Chairman.

- d) The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- e) 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.

The following applies to Committee meetings.

- a)f) The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.

The following applies to Full Council meetings and Committee meetings.

- a)g) 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.
- b)h) During the time set aside for public forum, members of the public may ask the Council a question on any matter relating to the Parish of Stanway.
- c)i) The period of time designated for public participation at a meeting in accordance with standing order 4.3.b) shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- d)j) Subject to standing order 4.3.c), a member of the public shall not speak for more than five minutes. Members of the public may ask one question, and not ask another until all others wishing to ask a question have been permitted to do so.
- e)k) In accordance with standing order 4.3.b), 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.
- f)l) A person shall raise his hand when requesting to speak and, at meetings of the Full Council, 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.
- g)m) A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- h)n) 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.
- i)o) Members of the public are permitted to film or record Council meetings, to which they are permitted access, in a non-disruptive manner and in accordance with the Council's agreed Protocol. The Chairman of the meeting has the authority to stop a meeting and take appropriate action if any recording is deemed to be disruptive.
- j)p) 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.

The following applies to Full Council meetings and Committee meetings and Sub-Committee meetings.

- a)q) Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the Councillors with voting rights present and voting.
- b)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.
- c)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 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.
- d)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 present and apologies for absence;
 - iii) interests that have been declared by Councillors and non-Councillors with voting rights;

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- iv) whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- v) if there was a public participation session; and
- vi) the resolutions made.

e) 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.

f) A meeting shall not exceed a period of two-and-a-half hours unless the Council, or Committee agree to extend the meeting time.

5. Committees and Sub-Committees

Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and Members shall be determined by the Committee.

The Members of a Committee may include appointed substitute members (with full voting rights but only when formally appointed to a specific meeting) and also non-Councillors, unless it is a Committee which regulates and controls the finances of the Council. ●

Unless the Council determines otherwise, all the Members of an advisory Committee and a Sub-Committee of the advisory Committee may be non-Councillors.

The Council may appoint standing Committees or other Committees as may be necessary, and:

- a) shall determine their terms of reference;
- b) shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of full Council;
- c) shall permit a Committee, other than in respect of the ordinary meetings of a Committee, to determine the number and time of its meetings;
- d) shall, subject to standing orders 5.4.b) and 5.4.c), appoint and determine the terms of office of Members of such a Committee;
- e) shall, after it has appointed the Members of a standing Committee, defer the appointment of the Chairman and Vice-Chairman to the standing Committee;
- f) shall permit a standing Committee, to appoint its own Chairman at the first meeting of the Committee;
- g) shall determine the place, notice requirements and quorum for a meeting of a Committee and a Sub-Committee which shall be no less than three;
- h) shall determine if the public may participate at a meeting of a Committee;
- i) 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;
- j) shall determine if the public may participate at a meeting of a Sub-Committee that they are permitted to attend; and
- k) may dissolve a Committee.

6. Ordinary Council meetings

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

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

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

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

The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.

The Chairman, 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.

The Vice-Chairman unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman at the next annual meeting of the Council.

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

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

Following the election of the Chairman and Vice-Chairman of the Council at the annual meeting of the Council, the business of the annual meeting shall, unless deferred (by formal vote or by custom) to a meeting later in the civic year to allow more detailed evaluation, include:

- a) in an election year, delivery by the Chairman 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 his acceptance of office form unless the Council resolves for this to be done at a later date;
- b) confirmation of the accuracy of the minutes of the last meeting of the Council;
- c) receipt of the minutes of the last meeting of a Committee including Chairman's explanation and pertinent questions to the Chairman;
- d) consideration of the recommendations made by a Committee;
- e) review of delegation arrangements to Committees, Sub-Committees, staff and other local authorities;
- f) review of the terms of reference for Committees;
- g) appointment of Members to existing Committees;
- h) appointment of any new Committees in accordance with standing order 4 above;
- i) review and adoption of appropriate standing orders;
- j) review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- k) review of representation on or work with external bodies and arrangements for reporting back;
- l) 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;
- m) review of inventory of land and assets including buildings and office equipment;
- n) confirmation of arrangements for insurance cover in respect of all insured risks;
- o) review of the Council's and/or staff subscriptions to other bodies;
- p) review of the Council's complaints procedure;
- q) review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- r) review of the Council's policy for dealing with the press/media; and
- s) determining the time and place of ordinary meetings of the full Council up to and including the next annual meeting of full Council.

7. Extraordinary meetings of the Council and Committees and Sub-Committees

The Chairman may convene an extraordinary meeting of the Council at any time.

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

The Chairman of a Committee or a Sub-Committee may convene an extraordinary meeting of the Committee or the Sub-Committee at any time.

If the Chairman of a Committee or a Sub-Committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two thirds of the Members of the Committee or the Sub-Committee, any three Members of the Committee and the Sub-Committee may convene an extraordinary meeting of a Committee and a Sub-Committee.

8. Previous resolutions

A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least nine Councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee. In the event the original motion cannot be enacted because of some lawful impediment, then the matter shall be reported to Council for the resolution to be reversed without requiring a minimum number of signatories.

When a motion moved pursuant to standing order 8.1 has been disposed of, no similar motion may be moved within a further six months.

9. Voting on appointments

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. Motions for a meeting that require written notice to be given to the Proper Officer

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

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2., correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer at least seven clear days before the meeting so that it can be understood.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to standing order 10.5., the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

11. Motions at a meeting that do not require written notice

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

- a) to correct an inaccuracy in the draft minutes of a meeting;
- b) to move to a vote;
- c) to defer consideration of a motion;
- d) to refer a motion to a particular Committee or Sub-Committee;

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- e) to appoint a person to preside at a meeting;
- f) to change the order of business on the agenda;
- g) to proceed to the next business on the agenda;
- h) to require a written report;
- i) to appoint a Committee or Sub-Committee and their Members;
- j) to extend the time limits for speaking;
- k) to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- l) to not hear further from a Councillor or a member of the public;
- m) to exclude a Councillor or member of the public for disorderly conduct;
- n) to temporarily suspend the meeting;
- o) to suspend a particular standing order (unless it reflects mandatory statutory requirements);
- p) to adjourn the meeting; or
- q) to close a meeting.

12. Handling & protecting confidential or sensitive information

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

~~Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.~~

12.1 A Councillor, Officer or employee:

- a) may use a personal computer for the Council's financial business, provided it is protected by up-to-date anti-virus, anti-spyware and firewall software; and
- b) will not disclose any PIN or password relevant to the working of the Council or its bank accounts, to any person.

12.2.1 Accounting records will include salaries, other emoluments, employers' pension contributions and employers' National Insurance Contributions such information will not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- c) [by a Councillor who can demonstrate a need to know;](#)

[And, also with permission of the employee](#)

- d) [by the internal auditor;](#)
- e) [by the external auditor; or](#)
- f) [by any person authorised under the Audit Commission Act 1998, or any superseding legislation.](#)

13. Draft minutes

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.

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 11.1.(a).

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.

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."

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

14. Code of conduct and dispensations

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

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.

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.

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.

A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.

A dispensation request shall confirm:

- a) the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
- b) whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
- c) the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
- d) an explanation as to why the dispensation is sought.

Subject to standing orders 14.4. and 14.6, dispensations requests 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.

A dispensation may be granted in accordance with standing order 14.4. if having regard to all relevant circumstances the following applies:

- a) without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business; or
- b) granting the dispensation is in the interests of persons living in the Council's area; or
- c) it is otherwise appropriate to grant a dispensation.

15. Code of conduct complaints

Upon notification by the District 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 12, report this to the Council.

Where the notification in standing order 15.1. relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman 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 15.4.

The Council may:

- a) provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law; and

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- b) seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.
- c) Upon notification by the District 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

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

The Proper Officer shall:

- a) at least three clear days before a meeting of the Council, a Committee and a Sub-Committee serve on Councillors a summons, by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer; or, for individual Councillors who, at any time in writing to the Proper Officer, withdraw consent to receiving a summons by email, to serve on Councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.
- b) give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a Committee or a Sub-Committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them);
- c) subject to standing order 10 above, include on the agenda all motions in the order received unless a Councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- d) convene a meeting of full Council for the election of a new Chairman occasioned by a casual vacancy in his office;
- e) facilitate inspection of the minute book by local government electors;
- f) receive and retain copies of byelaws made by other local authorities;
- g) retain acceptance of office forms from Councillors;
- h) retain a copy of every Councillor's register of interests;
- i) assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
- j) receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- k) manage the organisation, storage of, access to and destruction of information held by the Council in paper and electronic form;
- l) arrange for legal deeds to be executed;
- ~~m) arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations;~~
- ~~m)~~ record every planning application notified to the Council and the Council's response to the local planning authority;
- ~~n)~~ refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Planning & Environment Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning & Environment Committee;
- ~~o)~~ manage access to information about the Council via the publication scheme; and
- ~~p)~~ retain custody of the seal of the Council which shall not be used without a resolution to that effect.

17. Responsible Financial Officer

The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent, but such appointment shall not confer on such member(s) of staff the statutory duties or statutory authority of the 'Responsible Financial Officer'.

18. ~~Accounts and~~ Accounting statements and audit

"Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).

~~All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.~~

The Responsible Financial Officer shall supply to each Councillor as soon as reasonably practicable after 30 June, 30 September and 31 December in each year ~~a statement to summarise~~ interim management accounts summarising:

- a) the Council's ~~receipts, income and payments, expenditure~~ during the preceding ~~for each~~ quarter;
- b) the Council's aggregate of income receipts and expenditure payments for the year to date;
- c) the balances held at the preceding end of the quarter being reported; and
- e) _____

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

As soon as ~~possible~~ reasonably practicable after the financial year end ~~each year at 31 March~~, the Responsible Financial Officer shall provide:

- a) d) _____ to each Councillor with a statement summarising the Council's income receipts and expenditure payments for the last quarter of the financial and the year to date for information; and
- b) e) _____ to the full Council the accounting statements for the year in the form stipulated in legislation of Section 4 of the annual return, as required by proper practices, for consideration and approval.

The ~~year-end~~ accounting statements for each financial year shall be prepared in accordance with ~~legislation, proper practices and applying the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March.~~ A completed draft annual return shall be presented to each Councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to Council for consideration and formal approval before 30 June.

Each Member will review the effectiveness of the Council's system of internal control and will agree with or deny each of the statements contained in the Annual Governance Statement. The Clerk and the Chair of the meeting at which the Annual Governance Statement was approved will countersign the Annual Governance Statement.

The Council will:

- f) ensure there is an adequate and effective system of internal audit of its accounting records and of its system of internal control; and
- g) appoint an internal auditor, in accordance with Proper Practices.

The internal auditor will:

- h) be competent and independent of the financial operations of the Council;
- i) demonstrate competence, objectivity and independence;
- j) be free from any actual or perceived conflicts of interest, including those arising from family relationships;
- k) not be involved in financial decision making, management or control of the Council;
- l) report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- ~~m) complete and sign the Annual Internal Audit Report forming part of the Annual Governance and Accountability Return; and~~
- ~~n) not under any circumstances:~~
 - ~~i) perform any operational duties for the Council;~~
 - ~~ii) initiate or approve accounting transactions; or~~
 - ~~iii) direct the activities of any staff member, except to the extent that such staff member of staff has been properly assigned to assist the internal auditor.~~

~~For the avoidance of doubt, in relation to the internal auditor, the terms 'independent' and 'independence' have the same meaning as is described in Proper Practices.~~

~~Any Councillor or staff member will make available such documents and records as to the Council considers necessary for such purpose and shall, as directed by the Council, supply the internal auditor with such information and records.~~

~~The Clerk and/or the RFO will, without undue delay, bring to the attention of Members any correspondence or report from the internal auditor or the external auditor.~~

~~At least annually the Council will review the effectiveness of its internal audit process.~~

19. Financial controls and procurement

~~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:~~

- ~~a) the keeping of accounting records and systems of internal controls;~~
- ~~b) the assessment and management of financial risks faced by the Council;~~
- ~~c) 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;~~
- ~~d) the inspection and copying by Councillors and local electors of the Council's~~
- ~~e) accounts and/or orders of payments; and~~
- ~~f) procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.~~

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

~~Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below and must satisfy the requirements of the Public Contracts Regulations 2015 which include the use of the Contracts Finder website.~~

~~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:~~

- ~~a) a specification for the goods, materials, services or the execution of works shall be drawn up;~~
- ~~b) 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;~~~~
- ~~c) the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;~~
- ~~d) tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;~~
- ~~e) 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;~~

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- f) ~~tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.~~

~~Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.~~

~~Where the value of a public service or public supply contract is likely to exceed £164,176 or a public works contract is likely to exceed £4,104,204 (or other thresholds specified by the European Commission as confirmed by the Public Contracts Directive 2014/24/EU) the Council is required to observe the requirements of the Public Contracts Regulations 2015.~~

Save for the goods and services listed below, every agreement for the supply of goods or services to the Council will comply with this standing order 19:

- a) supply of gas, electricity, water, sewerage, telephone and broadband services;
- b) legal advice;
- c) repairs to or parts for machinery or equipment or plant owned by the Council;
- d) additional audit work of the external auditor up to a value of £500 (in excess of this sum the Clerk and the RFO may act after consultation with the Chair of the Council); and
- e) proprietary goods that are sold only at a fixed price.

All goods and services will be necessary to the Council's operations and will represent value for money.

The basic procedure for the selection of a supplier for goods or services, will be as given in the following table depending on the value of the supply.

<u>Value of supply</u>	<u>Procedure</u>
<u>£25,000 or more</u>	<u>The Council will observe the relevant competitive tendering and award procedures set out in The Public Contracts Regulations 2015 (as amended).</u>
<u>£2,500 to £24,999</u>	<u>The Clerk will secure priced proposals from at least three suppliers.</u>
<u>£500 to £2,499</u>	<u>The Clerk will obtain priced proposals from three suppliers, but if this is impracticable or three suppliers decline to submit priced proposals, the best available terms will be secured.</u>
<u>Up to £499</u>	<u>The staff member will secure the best available terms from a supplier.</u>

All invitations to tender and requests for proposals issued by the Council will:

- f) state the specification for the goods or services;
- g) will refer expressly to the Bribery Act 2010;
- h) require tenders or priced proposals to be submitted before a prescribed date;
- i) remain sealed until the prescribed date for opening bids;
- j) will be opened at the same time on the prescribed date by the Clerk in the presence of at least one Councillor.

The Council is not obliged to accept the lowest or any tender, priced proposal, quotation or estimate.

The decision as to the selection of the supplier will be recorded in the minutes of the meeting of the Council or Committee at which the decision was made.

Should:

- k) the Council, or a Committee, decide not to accept any tender or priced proposal; and
 - l) the Council requires further pricing, and
 - m) the specification does not change,
- any person who was present when the original decision was made will not be permitted to submit another tender or priced proposal.

The Council may resolve to waive standing order (but not the statutory obligations pursuant to the Public Contracts Regulations 2015) so that a price can be negotiated without competition. The reason for such waiver will be recorded in the minutes of the meeting at which such decision was made.

In accordance with the Local Government Transparency Code, each quarter the Council will publish details of every invitation to supply goods and/or services with a value of more than £5,000.

All supplies will be subject to a written agreement between the Council and the supplier which sets out, as a minimum:

- n) the goods or services to be supplied;
- o) the value of the goods or services; and
- p) the payment terms.

The type of written agreement and the level of detail will be appropriate for the value of the goods or services. At a simplest it may be an exchange of correspondence whereas a lengthier agreement may be necessary for higher value goods or services or more complex supplies.

The Council, Committee, or staff member who authorised the expenditure:

- q) is responsible for compliance with this standing order 19;
- r) will ensure delivery of the goods or services; and
- s) is responsible for all matters concerning ongoing supplier performance.

The Council may agree a variation to an agreement with a supplier before the expiry of the agreement, provided such variation does not lead to an increase in the value of goods or services. Where a variation leads to an increase in the value of goods or services, the procurement process restarts.

The Council will reject all goods or services supplied in the absence of a purchase order or a written agreement.

In accordance with the Local Government Transparency Code, each quarter the Council will publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable supply agreement with a value of more than £5,000.

20. Handling staff matters

A matter personal to a member of staff that is being considered by a meeting of Council OR the Staffing Sub-Committee is subject to standing order 12 above.

All staff shall be provided with an annual appraisal.

Any grievances by staff shall be considered in accord with the Council's adopted Grievance Procedure.

Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.

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.

Only persons with line management responsibilities shall have access to staff records referred to in standing orders 0 and 0 if so justified.

Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 20.4. and 20.5. shall be provided only to the ~~Town~~-Clerk and the Chairman of the ~~Personnel~~-Staffing Committee.

21. Requests for information

Requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Policy and Finance Committee. The said Committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22. Relations with the press/media

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

23. Execution and sealing of legal deeds

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

Subject to standing order 23.1. above, any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. Communicating with District and County Councillors

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 representing the area of the Council.

25. Restrictions on Councillor activities

Unless authorised by a resolution, no Councillor shall:

- a) inspect any land and/or premises which the Council has a right or duty to inspect; or
- b) issue orders, instructions or directions.

26. Questions to the Chairman

At a meeting of Full Council, questions may be put by Councillors to the Chairman provided that seven days' notice has been given of the question. The Chairman may give an oral or written response at the meeting; any such written response to form part of the minutes of the meeting.

27. Presentations to Council

External organisations will be permitted, if invited, to make presentations to a meeting of the Council or a Committee.

The ~~Parish~~ Clerk, in conjunction with the Chairman or Chairman of the relevant Committee, will determine whether an organisation may make a presentation.

Both Councillors and the public may be invited to question the presenter, subject to the existing rules on public participation.

28. Standing orders generally

All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 10.

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.

The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

29. Risk management

The Council will put in place arrangements for managing risks.

The Clerk will prepare, for approval by the Council, risk management policy statements in respect of the Council's activities.

The Council will review its risk policy statements and associated risk management framework at least annually.

When considering any new activity, the Clerk will prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

30. Insurance

Following the annual risk review (per section 29 of these Standing Orders), and as directed by the Corporate Governance Committee, the Clerk will be responsible for effecting insurance for .

Stanway Parish Council

- a) all existing and new risks, financial interests, assets and liabilities in respect of which insurance is required; and
- b) Public liability and Employers Liability @ £10,000,000 or as required by law; and
- c) Fidelity guarantee insurance which will cover the maximum risk exposure as determined annually by the Council, or a duly delegated Committee

The Clerk will retain a record of all contracts of insurance effected by the Council and review it annually.

Agenda Item 26 iii

Existing Financial Regulations refer

<https://www.stanway-pc.gov.uk/uploads/spc-financial-regulations-september-2023.pdf?v=1696416117>

Below RFO Report Reference: 20240530

Why are the Financial Regulations changing?

The current Financial Regulations originate from an outdated template published by the National Association of Local Councils. As a result, they haven't kept pace with legislation, do not reflect relevant financial reporting standards, and are out of touch with modern business practices. They also contain myriad processes unrelated to financial administration thereby creating confusion, particularly insofar as they contradict the RFO's statutory duties.

The RFO has briefed the Staffing Committee about the potential employment issues created by the current Financial Regulations and the need for change. The Corporate Governance Committee reviewed and approved the proposed Financial Regulations on 10 April 2024.

What is changing?

A blackline comparison with the current Financial Regulations is provided (at Annexure 1) but is almost unreadable owing to the large number of changes. Breaking it down the changes can be categorised as follows:

- clarity** — superfluous and verbose passages have been removed;
- relevance** — focused on the administration of financial affairs;
- efficiency** — processes have been streamlined and responsibilities adjusted; and
- transparency** — clear line of sight between decisions and financial outcomes.

Overall, the changes make for a simpler way of working reflective of modern business practices without sacrificing internal controls.

Is there anything to note?

A clean version of the proposed new Financial Regulations is provided (at Annexure 2). Broadly speaking the administrative responsibilities are unchanged. Specifically, many decisions will require the same levels of sign-off as before. There are three notable areas where responsibilities will change.

Authority to spend — As a practical matter the Deputy Clerk will have the same £499 unilateral spending authority as the Clerk.

Payments — The RFO will have authority to make a payment of up to £500 provided all other processes have been followed in full, including authority to spend being granted at the correct level, suppliers being selected and engaged appropriately, goods (or services) being delivered, invoices being correct and undisputed, etc. Again, this change is being introduced as a practical matter because by the time an invoice is received liability to pay is rarely avoidable, meaning the additional multistage checks imposed by the current Financial Regulations add bureaucracy and create delays without improving the system of internal control. This change will streamline the process for the 75% of payments that are less than £500 (including the 50% of payments that are less than £100). It should be noted that this change still gives the RFO less authority to make a payment than is granted to the Clerk and Maintenance Worker who — through the debit card issued to each of them — can decide to spend, select a supplier, incur liability for payment and make a payment all without reference to anyone else.

Virements — Since the budget is a matter reserved for full council, any subsequent changes to it must also be a decision for full council. Furthermore, the historic practice of applying retrospective virements to make overspend appear as if within budget will cease because it failed to deliver a transparent and accurate record of the impact of decisions.



Stanway
Parish Council

FINANCIAL REGULATIONS

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Version Control

Version No: 2.1
Dated approved by Council: [DATE] 2024
Summary of changes: Replaces: version 2.1 dated 28 September 2023

1. General

- 1.1. These Financial Regulations (these 'Regulations'):
- a) govern the administration of the financial affairs of Stanway Parish Council (the 'Council');
 - b) are part of the Council's risk management framework;
 - c) must be read in conjunction with the Council's Standing Orders;
 - d) contain policy statements, which provide guiding principles; and
 - e) set out:
 - i) control objectives; and
 - ii) procedures for certain activities,which Councillors and members of staff must follow.
- 1.2. In these Regulations:
- a) 'Accounts and Audit Regulations' means the regulations issued by the Secretary of State pursuant to s.27 of the Audit Commission Act 1998, or any superseding legislation;
 - b) 'Clerk' means the person appointed by the Council pursuant to s.112 of the Local Government Act 1972;
 - c) 'Council' means Stanway Parish Council;
 - d) 'Councillor' and 'Councillors' means a member or members of Stanway Parish Council;
 - e) 'Proper Practice' and 'Proper Practices' refers to the guidance in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group; and
 - f) 'Responsible Financial Officer' and 'RFO' means the person appointed by the Council pursuant to s.151 of the Local Government Act 1972.
- 1.3. The Council is not empowered by these Regulations to delegate any decision regarding:
- a) setting the budget or the precept;
 - b) approving annual financial statements;
 - c) borrowing; or
 - d) writing off bad debts;
- each of which is a matter reserved for the Council only.

2. Roles and responsibilities

- 2.1. The Council will:
- a) prepare its annual financial statements in line with the Accounts and Audit Regulations;
 - b) ensure its financial management is adequate and effective, and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions,
 - c) rotate the duties of Councillors pursuant to these Regulations so that onerous duties are shared over time.
- 2.2. The RFO:
- a) holds a statutory office appointed by the Council;
 - b) determines:
 - i) the form of the Council's accounting records and supporting records; and
 - ii) the financial control systems;
 - c) ensures the financial control systems are observed;
 - d) maintains up to date accounting records of the Council;
 - e) monitors changes in legislation relevant to the financial affairs; and

-
- f) assists the Council to secure economy, efficiency and effectiveness in the use of its financial resources.
- 2.3. The same person (be they a Councillor or a member of staff) will not approve more than two stages of the procurement and payments procedures described in these Regulations related to the same supplier, contract or payment. In particular, the procedures described in sections 14 and 15 of these Regulations.
- 2.4. Deliberate or wilful breach of these Regulations by a member of staff may give rise to disciplinary proceedings.
- 2.5. Councillors will observe the requirements of these Regulations and will not entice members of staff to breach them. Failure to comply with these Regulations brings the office of councillor into disrepute.

3. Accounting records (general principles)

- 3.1. The Council's accounting records will be determined by the RFO and will:
- a) contain
 - i) entries of all sums received and expended by the Council and the matters to which the income and expenditure relate;
 - ii) a record of the Council's assets and liabilities; and
 - iii) 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; and
 - b) be sufficient to:
 - i) show and explain the Council's financial transactions;
 - ii) provide for the timely production of financial statements;
 - iii) provide management information as requested by Members from time to time; and
 - iv) reconstruct lost records.
- 3.2. As soon as reasonably practicable after the end of the financial year the RFO will prepare and certify the annual Accounting Statements, which will be in accordance with legislation as amended from time to time. The Council will approve such Accounting Statements and the Chair of the meeting at which they were approved will countersign them.

4. Financial control systems (general principles)

- 4.1. The Council's financial control systems will be determined by the RFO and will:
- a) include measures:
 - i) to safeguard public money;
 - ii) to manage risks,
 - iii) to detect and prevent inaccuracies and fraud; and
 - b) identify the duties of members of staff dealing with financial transactions and the division of responsibilities of those members of staff in relation to significant transactions.
- 4.2. The financial control systems determined by the RFO are described in Sections 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15 of these Regulations.

5. Precept, budgets, reserves, and virements

- 5.1. Setting budgets and earmarked reserves and authorising virements may not be delegated to a Committee.
- 5.2. The Council will:
- a) prepare its budget for the next financial year in good time; and
 - b) thereafter calculate the precept for the financial year and issue the precept to the billing authority in accordance with statute.
- 5.3. The Council will maintain adequate earmarked reserves to meet future planned capital expenditure. Such earmarked reserves may be built up over time to:

- a) replace tangible fixed assets at the end of life;
 - b) acquire new tangible fixed assets; and
 - c) cover reasonably foreseeable losses or liabilities not otherwise recoverable from insurance,
- but not to carry forward unspent provisions in a budget from an earlier financial year, unless for the purpose of identified future expenditure.
- 5.4. In addition to earmarked reserves, the Council will maintain a general reserve that is equivalent to at least 25 per cent of its total budgeted annual revenue expenditure.
 - 5.5. During the financial year and by resolution of the Council, having considered fully the implications for public services, expenditure and income budgets and earmarked reserves may be adjusted (a 'virement'). However, virements will not be made to mask a budget deficit arising from planned expenditure incurred over budgeted provision.
 - 5.6. Unspent budget provisions will not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council and then only for the purpose of identified future expenditure.

6. Banking arrangements and financial investments

- 6.1. The Council will have efficient and secure arrangements to deposit funds and make payments.
- 6.2. Banking arrangements, including bank mandates will be reviewed regularly for financial security and efficiency.
- 6.3. A bank signatory may be a Councillor or a member of staff.
- 6.4. The Council may seek credit references in respect of any Councillor or a member of staff who is a bank signatory.
- 6.5. Where internet banking arrangements are made with any bank:
 - a) the Clerk or the RFO will be the account administrator;
 - b) the bank mandate will:
 - i) identify the Councillors and members of staff who are ~~authorised~~ to approve transactions on such accounts; and
 - ii) state the value of payments that can be instructed by the account administrator alone, or by the account administrator with a stated number of approvals.
- 6.6. The Council's current account(s) will be with a UK clearing bank.
- 6.7. The balance of the current account will not exceed £100,000 at any one time unless payments of more than this amount are due to made during the following 14 days.
- 6.8. Balances of more than £100,000 may be placed in fixed term deposit accounts with the Council's main banker or another UK financial institution, subject to the following conditions:
 - a) the financial institution is ~~authorised~~ and regulated by the Financial Conduct Authority for the type of financial product;
 - b) the amount placed in any one fixed term deposit account is not more than £75,000;
 - c) the funds will not be required during the following three calendar months;
 - d) the term of the deposit is no longer than twelve months; and
 - e) the deposit is ~~authorised~~ by resolution of the Council.
- 6.9. Balances of more than £500,000 may be considered for investment in gilts, equities, property and other ~~recognised~~ investment vehicles, subject to the following conditions:
 - a) the provider is ~~authorised~~ and regulated by the Financial Conduct Authority for the type of financial product;
 - b) such funds will not be required during the following 12-month period; and
 - c) the investment is ~~authorised~~ by resolution of the Council.
- 6.10. No more than £100,000 will be deposited with any one counterparty.
- 6.11. Deposits in respect of short term or long-term investments and transfers between accounts are subject to:

- a) the same authority thresholds as set out in paragraph 14.6 of these Regulations; and
 - b) the same payment procedures as set out in paragraph 15.6 of these Regulations.
- 6.12. The RFO will retain all investment certificates and other documents relating thereto.
- 6.13. Any instruction to transfer funds between accounts will be authorised by at least two persons, at least one of whom will be a Councillor.
- 6.14. The RFO will deliver a bank reconciliation report and supporting bank statements to the Corporate Governance Committee prior to each meeting. A Councillor will countersign the reconciliation as evidence of verification.

7. Corporate debit cards and out-of-pocket expenses

- 7.1. A corporate debit card may be issued to a member of staff subject to an appropriate single transaction limit that will not be more than the spending authority limit for that person as described in paragraph 14.6.
- 7.2. The member of staff to whom such debit card is issued will report to the Council details of all transactions and purchases made with such debit card.
- 7.3. For the avoidance of doubt, the member of staff to whom a debit card is issued is solely responsible for compliance with card issuer's terms, and breach of such terms will be a disciplinary matter.
- 7.4. Any corporate debit card or trade card account opened by the Council will be restricted to use as authorised by the Clerk and the RFO.
- 7.5. Councillors and members of staff will not use personal debit or credit cards to pay for goods or services on behalf of the Council, except where, in the absence of trade credit facilities, alternative forms of payment are not practicable.
- 7.6. Councillors and members of staff may incur out-of-pocket expenses from time to time necessary to discharge their respective duties. Claims for reimbursement of such expenses will be:
- a) made promptly by the Councillor or member of staff employee in writing; and
 - b) evidenced by a receipt or where necessary a VAT invoice.
- 7.7. The Council will not reimburse out-of-pocket expenses that are not evidenced by a receipt or invoice.

8. Assets, property and estates

- 8.1. The Council will not purchase, acquire, sell, lease or otherwise dispose of tangible moveable property, without resolution of the Council and any other consents required by law, save where the value of any one item of tangible movable property is not more than £250.
- 8.2. The Council will not purchase or otherwise acquire any real property (interests in land) without resolution of the Council. In each case a report in writing will be provided to the 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).
- 8.3. The Council will not sell, lease or otherwise dispose of any real property (interests in land) without resolution of the Council and any other consents required by law. In each case a written report will 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 appropriate level of consultation with the electorate).
- 8.4. Subject only to the limit stated in paragraph 8.1 of these Regulations, no tangible moveable property will be purchased or acquired without resolution of the Council. In each case a report in writing will be provided to the Council with a full business case.
- 8.5. The Council will maintain a Register of Assets and Investments and keep it up to date. The continued existence of tangible assets shown in such Register of Assets and Investments will be verified at least annually.
- 8.6. The member of staff in charge of each department will ensure the care and custody of stores and equipment in that department.
- 8.7. Stocks will be kept at the minimum levels consistent with operational requirements.

9. Income

- 9.1. The Council will review its schedule of fees and charges at least annually, following a report by the Clerk.
- 9.2. Particulars of all charges to be made for work done, services ~~rendered~~ or goods supplied by the Council will be agreed annually by resolution of the Council.
- 9.3. Irrecoverable sums and bad debts will be reported to the Council and will be written off in the financial year.
- 9.4. The Council will not maintain any form of cash float. Any cash received by the Council will be deposited with the Council's bankers ~~promptly~~. The origin of each receipt will be entered on the paying-in slip, or receipt where issued.
- 9.5. Personal cheques will not be cashed out of money held on behalf of the Council.
- 9.6. Where significant sums of cash are received regularly by the Council:
 - a) more than one person will be present when the cash is counted;
 - b) there will be a reconciliation or another appropriate form of control such as ticket issues.

10. Loans

- 10.1. All borrowing will be in the name of the Council.
- 10.2. The Council will approve the terms and purpose of any application for borrowing. The application for borrowing approval, and subsequent arrangements for the loan may not be delegated to a Committee.
- 10.3. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) will be approved by resolution of the Council. In each case, a report in writing will be provided to the Council in respect of value for money for the proposed transaction.

11. Grants

- 11.1. Grants to be made in the name of the Council will be approved by the Council or a Committee:
 - a) subject to any limits set by the Council; and
 - b) in accordance with any policy statement approved by the Council.
- 11.2. Grants will be subject to the approval thresholds stated at out at paragraph 14.6 of these Regulations, but any grant of more than £5,000 will be ~~authorised~~ only by resolution of the Council.

12. Micro Grants

- 12.1. A Councillor may award a grant to a beneficiary within the Stanway Parish.
- 12.2. The minimum individual grant is £50 and the total amount available to each Councillor each year for the three financial years ending 31 March 2026 is £300.
- 12.3. Two or more Councillors may combine their individual allowance to create a larger grant (always subject to the individual £300 allowance for each Councillor).
- 12.4. For grants of up to £200 the Councillor will complete a short form providing details of the amount of the grant, the beneficiary and purpose.
- 12.5. For grants of more than £200 the beneficiary must complete a formal application form.
- 12.6. For grants of more than £1,000 the beneficiary must also provide the previous year's financial accounts.
- 12.7. Payment may be made (but not by cash) subject the process set out in section 15 of these Regulations.
- 12.8. Alternatively, payment may be made directly to an independent supplier of goods or services provided the supplier has no personal or business relationship with the beneficiary or, if relevant, the beneficiary's members.
- 12.9. The Council's Code of Conduct applies at all times to ensure complete transparency and impartiality in the award of grants. Each Councillor is responsible for the probity of any grant initiated by him/her.
- 12.10. A list, with details of the grants awarded by each Councillor, will be published on the Council's website, with a running balance of funds still available.
- 12.11. Application forms will be available to download from the Council's website.

12.12. In all cases, the Clerk will be the sole arbiter as to the suitability of any grant and their decision is final and binding.

13. Payments to members of staff

- 13.1. Salaries, other emoluments and terms of conditions of employment are matters reserved for the Staffing Committee.
- 13.2. Gross and net payments to members of staff will be calculated in accordance with payroll records and the rules of PAYE and National Insurance in force at the time and will be made on the appropriate dates stipulated in employment contracts.
- 13.3. Payment of deductions such income tax, National Insurance and pension contributions, or similar statutory or discretionary deductions will be made in accordance with:
- the payroll records;
 - the rules of PAYE and National Insurance; and
 - the pension scheme administrator's rules,
- as in force at the time.
- 13.4. The total of such payments in each calendar month will be reported alongside the other payments as set out in paragraph 15.8 of these Regulations.

14. Authority to spend (excluding staff costs and grants)

- 14.1. This section 14 of these Regulations does not apply to:
- salaries and other emoluments;
 - employers' National Insurance contributions;
 - employers' pension contributions;
 - grants made by the Council; and
 - Micro Grants,
- for which there are separate authorisation procedures described in these Regulations.
- 14.2. Expenditure will not be authorised unless the Council has the statutory legal power to incur such expenditure.
- 14.3. Expenditure will not be authorised that exceeds the budget for that cost code, other than by resolution of the Council.
- 14.4. Capital expenditure will not be authorised, unless adequate funds have been secured from grants, loans or a combination of both.
- 14.5. Contracts for the supply of goods or services will not be disaggregated to circumvent the authority thresholds imposed by these Regulations.
- 14.6. Expenditure will be authorised, subject to the authority thresholds in the following table.

Expenditure	Required <u>authority</u>
£10,000 or more	Resolution of the Council.
£2,500 to £9,999	Resolution of a duly delegate Committee.
£500 to £2,499	The Clerk in consultation with the Chair of the Council or the Chair of a duly delegated Committee.
Up to £499	The Clerk or the Deputy Clerk in the necessary discharge or their respective duties.
Up to £250	Any other member of staff in the necessary discharge of their duties.

- 14.7. Notwithstanding the thresholds stated at paragraph 14.6 of these Regulations, the Clerk may ~~authorise~~ expenditure of up to £2,500 which, in their reasonable opinion, is necessary to prevent an inevitable interruption to the performance of the Council's statutory duties. Notwithstanding the prohibition stated at paragraph 14.3 of these regulations, such vital expenditure may be incurred regardless of any budgetary provision. The Clerk will report such vital expenditure to the Chair of the Council as soon as reasonably practicable and to the Council as soon as reasonably practicable thereafter.
- 14.8. ~~Authorisation~~ to incur expenditure by:
- the Council or a Committee will be recorded in the minutes of the meeting at which the resolution was made; and
 - a member of staff will be recorded in an email to the RFO.
- In all cases, the minutes or email will record the statutory duty or statutory authority upon which the decision to incur expenditure was based.
- 14.9. All goods and services will be necessary to the Council's operations and will represent value for money.
- 14.10. All invitations to tender and requests for proposals issued by the Council will:
- be subject to Standing Order ~~30~~;
 - comply with the procurement procedures as determined by the Council from time to time.
- 14.11. The Council is not obliged to accept the lowest or any tender, priced proposal, ~~quotation~~ or estimate.
- 14.12. All supplies of goods or services will be subject to a written agreement between the Council and the supplier which sets out, as a minimum:
- the goods or services to be ~~supplied~~;
 - the value of the goods or services; and
 - the payment terms.
- 14.13. The type of written agreement and the level of detail will be appropriate for the value of the goods or services. At a simplest it may be an exchange of correspondence whereas a lengthier agreement may be necessary for higher value goods or services or more complex supplies.

15. Procedures for payments

- 15.1. Invoices for payment will:
- be delivered in good time to meet payment ~~terms~~;
 - be for expenditure properly ~~authorised~~ in accordance with section 14 of these ~~Regulations~~;
 - be for goods or services that have been ~~delivered~~;
 - in the case of payments in advance or on account, be strictly in accordance with the terms of a written agreement with the ~~payee~~;
 - if the payee is VAT registered business, be a 'VAT Invoice' as defined in Schedule 11 of the Value Added Tax Act 1994; and
 - not be a disputed invoice.
- 15.2. Liability to make a payment that is not evidenced by an invoice (for example, salaries and out-of-pocket expenses) will be evidenced in writing, demonstrating liability for expenditure was properly ~~authorised~~ in accordance with section 11, 12 and/or 14 of these Regulations.
- 15.3. Payments will be made only to payees whose bank details have been verified using the Confirmation of Payee name checking service.
- 15.4. Payments may be made by direct debit or standing order, provided the use of a direct debit or standing order is ~~authorised~~ by resolution of the Council at least every two years.
- 15.5. Payments may be made by electronic bank transfer (including BACS, CHAPS or Faster Payments), provided the use of electronic bank transfer is ~~authorised~~ by resolution of the Council at least every two years.

- 15.6. Any cheque, standing order, direct debit instruction, electronic bank transfer or any other instruction for payment for a sum greater than £500 will be signed or otherwise authorised by two persons, at least one of whom will be a Councillor. Payment instructions for sums of up to and including £500 may be authorised by one person.
- 15.7. A Councillor or member of staff who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, will not be a signatory to the payment in question.
- 15.8. Regardless of the method of payment, all payments will be reported to the Council at least monthly.
- 15.9. Copies of invoices, payment instructions and other records relating to payments will be retained for a period of at least six years and will be available for inspection by any Councillor.

Agenda Item 27—Code of Conduct

Refer <https://www.stanway-pc.gov.uk/uploads/code-of-conduct-approved-may-2023.pdf?v=1687814005>

Agenda Item 28 Corporate Governance Terms of Reference

For unchanged Terms of Reference refer

<https://www.stanway-pc.gov.uk/councillors-and-other-informatio>



Stanway Parish Council

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CORPORATE GOVERNANCE COMMITTEE

TERMS OF REFERENCE ~~May 2023~~ Draft April 2024

1. The Committee, as the effective Finance Committee of the Parish Council, shall be made up of minimum of four and a maximum of seven members of the Parish Council only, as approved by Full Council, and shall elect a Chairman and Deputy Chairman and review the Committee Terms of Reference at the start of each municipal year.
2. The purpose of the Committee is to:
 - a. Guide the Parish Council in the formulation and review of Corporate Governance and Financial matters.
 - b. Ensure that financial procedures are followed correctly in accordance with Financial Regulations, and the monitor budgeted expenditure to ensure compliance is adhered to and identify variances for recommendation to Full Council, via up-to-date Bank Reconciliation statements, Budget Monitor and Income & Expenditure Cost Centre Reports, which shall be drawn up by the Finance Officer/RFO and presented at all committee meetings.
 - c. Authorise expenditure, payments and virements within the level of authority laid down in the Council's Financial Regulations or delegated to the Committee from time to time.
 - d. Recommend the Budget and Precept each year for approval by Full Council.
 - e. Consider term contract proposals for expenditure regarding assets and services and all contracts not specifically dealt with by any other committee
 - f. Undertake a review of Standing Orders, Financial Regulations, the Investment Policy, Terms and Conditions of Borrowing, System of Internal Audit, Asset Register, Risk Management and Insurance, Freedom of Information Act Publication Scheme, GDPR, and any other policies on a regular basis, at least annually.
 - g. Be responsible, either wholly or on a joint basis with another committee, for all legal issues, including all leases, relating to the Parish Council.
 - h. Respond to consultations on behalf of the Parish Council as a whole or, where appropriate, where no other committee clearly has relevant responsibility.
 - i. In coordination with other committees, organise and recommend future meeting dates for the Parish Council and all committees.
 - j. Consider Local Highways Panel (LHP) or SPC equivalent
 - k. Procure and manage the Council website and social media
 - l. Manage the procurement of new acquisitions as delegated by Full Council, including legal and financial contracts, passing over to Community Assets or Community Services Committees to manage after opening/set up
 - m. Deal with items not dealt with by other named committees or sub-committees.
3. The Clerk or RFO will call all Committee meetings and the Committee shall conduct its business in accordance with Parish Council Standing Orders and Policies, and the Code of

Stanway Parish Council

Conduct.

4. All records as required for the good management of the Committee shall be maintained by the Parish Clerk/RFO.

Drafted April 2024 ~~March 2023~~



Stanway

Parish Council Policy

Adopted Date: _____

Review Date: _____

Minute Ref: _____

Recording and Reporting on Council Meetings Policy

1. Stanway Parish Council will not customarily photograph, film, record or broadcast meetings for the Council or public but retains the right to do so should the Council or a delegated committee decide otherwise. The Chair will declare any such recordings either for internal retention or public publication at the start of the meeting and these recordings will be governed by this policy. The retention and disposal of such material will be in accordance with the Council's retention and disposal policy.
2. The Openness of Local Government Bodies Regulations 2015 (2014 SI No. 2095), which came into force on 6th August 2014, require Parish Councils to allow any person to film, audio-record or take photographs of, and to report on, the proceedings of any part of a meeting which the public are entitled to attend by law.
3. The Regulations do not require Parish Councils to allow filming, audio-recording, photographing or reporting of any part of a meeting where the public are excluded by reason of the confidential nature of the business or where publicity would be prejudicial to the public interest. Exclusion of the public must be authorised by a resolution of the meeting and the reason for exclusion must be stated.
4. The Regulations apply only to formal, decision making meetings of the Council, a committee or a sub-committee and not to informal meetings or meetings of a working party without decision making powers.
5. The Department for Communities & Local Government had published a 'plain English' guide to the Regulations (available at <https://www.gov.uk/government/publications/open-and-accountable-local-government-plain-english-guide>). Stanway Parish Council's policy is based on this guide.
6. The Council will display requirements as contained in this policy on its website and at public meetings. Those undertaking recording and/or reporting on meetings will be deemed to have accepted the terms of this policy whether they have read them or not.

Stanway Parish Council

7. Recording for the purposes of this document is defined as video recording, audio recording and photography.

Reporting for the purposes of this document is defined as posting on social media, blogging, broadcasting video or audio streams, or any other mechanism which allows those not physically present at the meeting to follow the course of debate

In accordance with Standing Order No. 3, the Parish Council has no objection to overt, nondisruptive recording and written reporting of a meeting, only to the extent that it does not interfere with any person's ability to follow the debate. Oral commentary in the meeting room during a meeting is not permitted in accordance with the Regulations as may be disruptive.

8. The Parish Council requests any person proposing to record or report on a meeting contact the Clerk prior to the start of the meeting. The Clerk's details are provided in the public notice and agenda of the meeting (or in his/her absence, the contact will be the Chair of the Council).
9. The Regulations apply to Councillors as they do to members of the public, but Councillors must ensure that they are not distracted from the business of the meeting.
10. Members of the public will be notified at the start of the meeting if a request to record or report on the meeting has been made. To protect their rights, the Parish Council asks others not to film or photograph them without their consent. Children or vulnerable adults attending a meeting must not be filmed or photographed.
11. The right to record is limited to the duration of the meeting. Therefore recording must not start until the meeting is called to order, and must cease when the Chair closes the meeting. Members of the public putting forward a question under the "Public Participation" heading may request that their representation not be recorded.
12. The Chair of the meeting has absolute discretion to stop or suspend recording, if, in his/her opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules. Anyone acting in a disruptive manner may be asked to leave by the Chair in accordance with the Council's Standing Orders. The DCLG guide gives the following examples of disruptive activity: Moving to areas outside the areas designated for the public without the consent of the Chair; Excessive noise in recording or setting up or re-siting equipment during the meeting; Intrusive lighting and use of flash photography; Asking people to repeat statements for the purposes of recording.



Stanway

Parish Council Policy

Adopted Date:

Review Date:

Minute Ref:

STANWAY PARISH COUNCIL'S DISCIPLINARY POLICY

Introduction

- 1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf
The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 3 This policy confirms:
 - informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
 - the Council will fully investigate the facts of each case
 - the Council recognises that misconduct and unsatisfactory work performance are different issues.
 - employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
 - employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining their case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken.
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within seven calendar days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

- 4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
- unauthorised absence
 - poor timekeeping
 - misuse of the Council's resources and facilities including telephone, email and internet
 - inappropriate behaviour
 - refusal to follow reasonable instructions
 - breach of health and safety rules.

Examples of gross misconduct

- 5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
- bullying, discrimination and harassment
 - incapacity at work because of alcohol or drugs
 - violent behaviour
 - fraud or theft
 - gross negligence
 - gross insubordination
 - serious breaches of council policies and procedures e.g Data Protection Policy and any policies regarding the use of information technology
 - serious and deliberate damage to property
 - use of the internet or email to access pornographic, obscene or offensive material
 - disclosure of confidential information.

Suspension

- 6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

The Procedure

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- 9 Preliminary enquiries_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

- 10 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

- 11 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 12 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
- the allegations or events that the investigation is required to examine
 - whether a recommendation is required
 - how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.
- 13 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).
- 14 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that they have reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary

procedure. The Council will also inform the employee that when they meets with the Investigator, they will have the opportunity to comment on the allegations of misconduct.

- 15 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 16 The Investigator has no authority to take disciplinary action. Their role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.
- 17 The Investigator's report will contain their recommendations and the findings on which they were based. They will recommend either:
 - the employee has no case to answer and there should no further action under the Council's disciplinary procedure
 - the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
 - the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 18 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.
- 19 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

- 20 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee who may include members of the Council. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.
- 21 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - the names of its Chairman and other two members
 - details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - the time and place for the meeting. The employee will be given reasonable notice of the hearing so that they have sufficient time to prepare for it

- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - the Chairman will set out the allegations and present the evidence from the investigation
 - the Chairman will invite the employee to present their account
 - the employee (or the companion) will set out their case and present evidence
 - the employee (or companion) will have the opportunity to sum up
- 22 The investigator may be asked to attend the meeting to present the findings of their investigation and to answer questions by either the Councilors or the Employee.
- 23 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, usually within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 24 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

- 25 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 9 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

- 26 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, they will receive a written statement of the reasons for their dismissal, the date on which the employment will end and details of their right of appeal. If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

- 27 An employee who is the subject of disciplinary action will be notified of the right of appeal. Their written notice of appeal must be received by the Council within seven calendar days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.
- 28 The grounds for appeal include;
- a failure by the Council to follow its disciplinary policy
 - the sub-committee's disciplinary decision was not supported by the evidence
 - the disciplinary action was too severe in the circumstances of the case
 - new evidence has come to light since the disciplinary meeting.
- 29 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. If there are insufficient members of the Council then outside parties may be appointed. The appeal panel will appoint a Chairman from one of its members.

- 30 The employee will be notified, in writing, usually within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that they may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.
- 31 At the appeal meeting, the Chairman will:
- introduce the panel members to the employee
 - explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
 - explain the action that the appeal panel may take.
- 32 The employee (or companion) will be asked to explain the grounds for appeal.
- 33 The Chairman will inform the employee that they will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.
- 34 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.
- 35 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.
- 36 The appeal panel's decision is final.

