

5biv Football post for Parkfield

**Goals** – Please see mini goal ends with pricing below.

Z22-2213 Mini Goal end

- Supply only is £1,735.81exVAT
- Supply/Install is £2,371.32exVAT

*\*Valid until 07/05/25*

Supply & install includes for a Proludic approved installer with all associated costs to facilitate installation. No RPII inspection has been costed for.



Dimensions (approx):

Width – 1.4m

Height – 1.1m

Depth – 0.6m

Installation would require x3 400mm holes filled with PCC. Our cost to install includes for this, but your maintenance team should be comfortable with this installation.

## 5c public consultation on the potential removal of payphones

I would like to give you notice that we have launched a public consultation on the potential removal of payphones in your parishes, prompted by BT.

I have attached the consultation document with more information for your consideration. Please do get in touch if you have any requests for any further details, questions or comments.

We are keen to hear your feedback on any potential impact the removal of the payphone in your area would have, as this will inform our response to BT. We'd very much like to hear from members of your local communities, so please do cascade this information to your residents or local organisations.

The webpage for this consultation is [Have Your Say Today - Consultation On BT Removal Of Payphones - Commonplace](#), where we are collecting feedback, but we also welcome your response by email and I have attached a paper copy of the survey should any of your residents need a non-digital way to respond.

Many thanks and I look forward to hearing from you,

## **MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS**

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.

- m) 13.7 and 13.8 are removable if they don't apply to the council.
  - n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

## PUCKLECHURCH FINANCIAL REGULATIONS

### Contents

1. General .....	4
2. Risk management and internal control .....	5
3. Accounts and audit.....	6
4. Budget and precept.....	7
5. Procurement.....	8
6. Banking and payments.....	10
7. Electronic payments .....	11
8. Cheque payments .....	12
9. Payment cards .....	12
10. Petty Cash.....	13
11. Payment of salaries and allowances .....	13
12. Loans and investments .....	13
13. Income .....	14
14. Payments under contracts for building or other construction works .....	14
15. Stores and equipment .....	14
16. Assets, properties and estates .....	15
17. Insurance .....	15
18. Suspension and revision of Financial Regulations.....	15
Appendix 1 - Tender process .....	17

These Financial Regulations were adopted by the council at its meeting held on 15 May 2024

## 1. General

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

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

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

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

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

### **3. Accounts and audit**

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



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

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

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

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

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

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

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft budgets.

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

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

4.5. The draft budget and further two-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.6. Having considered the proposed budget and two-year forecast, the council shall determine its council tax (England) requirement by setting a budget. The council

shall set a precept for this amount no later than the end of January for the ensuing financial year.

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

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts £5,000 - £30,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

- 5.9. where the value is between £1,000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases below £1000, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £1000 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council for any items below £3,000 excluding VAT.
  - the council for all items over £3,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £3,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to [the council] as soon as practicable thereafter.

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

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

## **6. Banking and payments**

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

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

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

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

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council unless the council resolves to use a different payment method.

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

6.7. A copy of this schedule of regular payments will be included in the monthly payment list to be signed by the two authorising members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

- i. any payments of up to £1,000 excluding VAT, within an agreed budget.
- ii. payments of up to £3,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms,

where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify all councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator [an authorised signatory] shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence

is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and two members. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

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

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

## **12. Loans and investments**

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

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

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

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

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

### **13. Income**

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

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

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

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

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

13.6. Any repayment claims under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

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

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

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

### **15. Stores and equipment**

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

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



## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.
- 17.3. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

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

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

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

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, all sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 5.6 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



## **MODEL STANDING ORDERS 2018 (ENGLAND) UPDATED APRIL 2022**

**Puckkelchurch parish council preferred terms are ‘chair of council’ and ‘vice chair of council’. It has adopted this terminology for all non statutory standing orders**

**However legislative requirements dictate that ‘chairman’ and ‘vice chairman’ remain in use for all statutory standing orders.**

**Throughout these standing orders ‘chairman’ / ‘chair of council’ and ‘vice chairman’ / ‘vice chair of council’ are interchagable and refer to the same positions.**

**Re-adopted 2024/05/15 7a**

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

**020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)**

**© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.**

**Permission is given to use NALC’s logo in the presented format only.**

1. COUNCILLORS.....	3
2. DISORDERLY CONDUCT AT MEETINGS.....	3
3. MEETINGS GENERALLY.....	3
4. COMMITTEES AND SUB-COMMITTEES.....	6
5. ORDINARY COUNCIL MEETINGS.....	6
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	8
7. PREVIOUS RESOLUTIONS .....	8
8. MANAGEMENT OF INFORMATION .....	8
9. DRAFT MINUTES .....	8
10. CODE OF CONDUCT AND DISPENSATIONS.....	9
11. CODE OF CONDUCT COMPLAINTS.....	9
12. PROPER OFFICER .....	10
13. RESPONSIBLE FINANCIAL OFFICER .....	10
14. FINANCIAL CONTROLS AND PROCUREMENT .....	11
15. HANDLING STAFF MATTERS.....	11
16. RESPONSIBILITIES TO PROVIDE INFORMATION.....	12
17. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION .....	13
18. EXECUTION AND SEALING OF LEGAL DEEDS .....	13
19. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	13
20. PUBLIC CONSULTATION.....	13
21. STANDING ORDERS GENERALLY.....	14

1. **COUNCILLORS**

- a. Following election or co-option to the Council, each Councillor will be issued with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Council. They will sign the Declaration of Acceptance of Office form in the presence of the Proper Officer of the Council, or of a Councillor who has been specifically designated by the Council for this purpose
- b. All Councillors will observe the Code of Conduct at all times when on Council business and no member will act in such a way that will bring the Council into disrepute, behave offensively in meetings or obstruct the Council's business.
- c. The Code of Conduct adopted by the Council will define when a Councillor will declare a personal or prejudicial interest in an item for discussion at a Council meeting. The Councillor will declare that interest and the nature of the interest at the earliest opportunity.
- d. All Councillors must adhere to legislation relating to Disclosable Pecuniary Interests (DPI's) in particular the requirements of the Localism Act 2011 (ss. 29 - 34) and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- e. A Councillor has the right to attend every meeting but can be excluded for disruptive behaviour

2. **DISORDERLY CONDUCT AT MEETINGS**

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

3. **MEETINGS GENERALLY**

- a. **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b. **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting,**

**a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

- c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may speak at Council at the discretion of the Chair of council of the meeting for no longer than five minutes per person and at a prescribed point in the agenda (public participation),**
- f Members of the public may take no part in the meeting unless invited to do so by the chair of council.**
- g Questions asked by a member of the public during public participation session at a meeting shall not require a response or debate at that meeting.**
- h Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- i A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- j 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.**
- k Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- l The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the**

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

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

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

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

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

- p The minutes of a meeting shall include an accurate record of the following:**

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

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



- r **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.**
- s **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.**
- t **As per the Openness of Local Government Bodies Regulations 2014 filming and recording is permitted as per the Council's filming and Recrding policy.**

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

#### **5. ORDINARY COUNCIL MEETINGS**

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

- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Review and adoption of appropriate standing orders and financial regulations;
  - iv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - v. Review of the Council's working groups, committees and sub committees if there are any;
  - vi. Review of the Council's and/or staff subscriptions and membership to other bodies;
  - vii. 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;
  - viii. Review of inventory of land and other assets including buildings and office equipment;
  - ix. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection

legislation;

- x. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

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

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

**7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within four months except where a special item is placed on the agenda bearing the names of at least two councillors and is considered and approved by the Council.

**8. MANAGEMENT OF INFORMATION**

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

9. **DRAFT MINUTES**

- a A minute of the meeting will be kept by the Proper Officer of the Council or other nominated person in the Proper Officers absence.
- b The minutes of a meeting shall record the name of Councillors present, apologies for absence received and whether these apologies were accepted by the Council.
- c The minutes, which are circulated will be draft minutes until they are approved by the Council at their next meeting and signed by the person presiding at that meeting.

10. **CODE OF CONDUCT AND DISPENSATIONS**

- a **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.
- b A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- c **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

11. **CODE OF CONDUCT COMPLAINTS**

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

12. **PROPER OFFICER**

- a The Council may appoint a number of employees to assist in the performance of its duties. The Council will appoint a Clerk to the Council which will be on an employed basis,
- b The clerk will act as the Proper Officer of the Council and shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - ii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iii. **facilitate inspection of the minute book by local government electors;**
  - iv. **receive and retain copies of byelaws made by other local authorities;**
  - v. hold acceptance of office forms from councillors and copies of councillor's register of interests;
  - vi. sign documents on behalf of the Council and issue agendas and notices of meetings.
  - vii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - viii. assist with responding to requests made under the freedom of information legislation and rights exercisable under data protection legislation in accordance with the Council's relevant policies and procedures and
  - ix. advise the bank of changes to bank mandates,

13. **RESPONSIBLE FINANCIAL OFFICER**

- a The Clerk will act as Responsible Financial Officer or be responsible for managing a finance officer and any other employee of the Council.

14. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- a. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

15. **HANDLING STAFF MATTERS**

- a All employees of the Council are covered by employment legislation dealing with employment rights, discrimination in employment, unfair dismissal, redundancy and similar matters.
- b All employees will have a contract of employment stating the terms and conditions which s/he is employed. This will effectively be administered by the Chair of council or designated councillor acting with the authority of the Council..
- c Should the Clerk be indisposed and unable to perform their duties for whatever reason then the Council will make suitable arrangements for the Clerk's responsibilities to be acquitted, this could include the employments of a locum.
- d The Council has adopted the following policies which it adheres to:
  - a. Complaints procedures
  - b. Disciplinary
  - c. Grievance
  - d. Equality and diversity

16. **RESPONSIBILITIES TO PROVIDE INFORMATION**

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

17. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

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

#### 18. **EXECUTION AND SEALING OF LEGAL DEEDS**

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 18(a) above , any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

#### 19. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

#### 20. **PUBLIC CONSULTATION**

The Council will from time to time need to undertake public consultation on projects it is pursuing and will do so in accordance with the following checklist

##### Organisational Needs

- a. Is there a shared understanding of what you want to achieve through engagement?
- b. Are you clear about what information you are seeking and how you or the community will use it?
- c. Do you know who you need to engage with?
- d. Who will take responsibility for directing the engagement process/
- e. What is the projected timescale for engagement?

##### Public needs

- a) Has the decision already been taken? Is there really an opportunity for the public or stakeholders to influence the decision?
- b) Re you trying to ensure that what you are planning, commissioning or providing meets the public's needs and preferences?



- c) How are you going to explain to participants why they are being consulted and what their answers will be used for?
- d) Do you know how you will feed back to the community?
- e) Are you trying to give all stakeholders an understanding of what is negotiable and open to change and what is not? How will you set realistic expectations?
- f) Do you have relevant information on the engagement process that is readily accessible to all members of the community?

21. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. Such decisions will be included in the minutes. The suspension will not be taken lightly and it will be time limited.
- b The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- c The decision of the chair of council of a meeting as to the application of standing orders at the meeting shall be final. In cases of doubt, the Council will seek the advice of the County Organisation which in this case is Avon Local Councils Association.

Hinckley and Rugby Building Society accounts

Local Council 90 Day Notice Deposit

This account is suitable for Parish and Town Councils who are looking for a safe place for their money and are happy to give 90 days' notice in order to withdraw from the account.

This account is not suitable for councils who are unable to maintain a balance of £1,000, or who require instant access to their money.

Rate	Postcode Restricted
3.40% Gross /AER	No
Access	Interest
Yes subject to 90 days' notice	Annually
Minimum Investment	
£1,000	

Local Council 45 Day Notice Deposit

This account is suitable for Parish and Town Councils who are looking for a safe place for their money and are happy to give 45 days' notice in order to withdraw from the account.

This account is not suitable for councils who are unable to maintain a balance of £1,000, or who require instant access to their money.

Rate	Postcode Restricted
2.65% Gross /AER	No
Access	Interest
Yes subject to 45 days' notice	Annually
Minimum Investment	
£1,000	

5e Unity Instant Access savings account

## Grow your savings whilst growing your business with our competitive business savings rates.

- ✓ 2.25% Interest Rate (as of 27/02/205)
- ✓ Variable access with no notice of withdrawal required
- ✓ Your money is FSCS protected, up to £85,000
- ✓ This is not a transactional account. Please note, charges may apply when making withdrawals, please see the [Standard Service Tariff](#) for details

## 5g Potential location and costs for litter bin in Shortwood Hill area

### SGC proposed locations



Thanks for getting in touch regarding this, as always if residents and the Parish feel there is a need for a new bin then I'm happy to try and help. I'm looking on google maps and trying to work out where the best place for this bin would be? I guess you would want it somewhere on the footpath where the B4465 meets Shortwood Hill? That round is always fairly bad for litter so this might help a little if we find the right spot. I have attached a map and highlighted a few places that could work for a bin, let me know your thoughts?

I think you would want a dual purpose wybone bin (pic attached) the cost for this bin including labour and installation is £672.68 + VAT. The annual cost for a once a week empty of this bin as part of your localism contract would be £293.55. I suspect this bin would get well used and you may need to look at additional empties further down the line.

Hope this information helps, if you need anything else please let me know.

Kind regards,  
**Dave Jones**

**Ms Daphne Dunning  
Pucklechurch Parish Council  
c/o 25 Parkfield Rank  
Pucklechurch  
Bristol  
BS16 9NR**

**09 April 2025**

**Dear Ms Dunning**

**I am writing to say thank you to Pucklechurch Parish Council for the donation of £500 to St Peter's Hospice.**

**Your kind support enables us to keep on providing the very best in end-of-life care to people in their own homes. As you know, hospice care makes a huge difference for patients and their families during the most challenging of times. Your funding is making a vital contribution to this important work.**

***"St Peter's Hospice were a godsend as dad's health was failing. We felt fully supported and had a contact who could engage with other health specialists so we could get the support we needed to keep dad at home in line with his wishes. St Peter's Hospice was the central pin holding everything together."***

**Thank you for your kind support.**

**Yours sincerely,**

**Louise Allison  
Trusts and Foundations Officer  
St Peter's Hospice, Bristol  
Phone: 01275 391 408  
Email: [louise.allison@stpetershospice.org](mailto:louise.allison@stpetershospice.org)**



Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00732/HH  
(Please quote at all times)  
Your ref:  
Date: 26th March 2025

## PLANNING APPLICATION

Dear Ms Dunning

**LOCATION:** Blackberry Cottage 21 Main Road Mangotsfield South Gloucestershire BS16 9NH  
**DESCRIPTION:** Erection of single storey rear and side wrap around extension to form additional living accommodation.  
**REFERENCE NO:** P25/00732/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Helen Turner

Yours faithfully

**Technical Support Team Leader**





Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00842/HH  
(Please quote at all times)  
Your ref:  
Date: 7th April 2025

## PLANNING APPLICATION

Dear Ms Dunning

**LOCATION:** 5 Bridge Road Mangotsfield South Gloucestershire BS16 9NG  
**DESCRIPTION:** Removal of existing double roman profile roof tiles and replacement with slate tiles.  
**REFERENCE NO:** P25/00842/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Helen Turner

Yours faithfully

**Technical Support Team Leader**







Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00847/HH  
(Please quote at all times)  
Your ref:  
Date: 4th April 2025

## PLANNING APPLICATION

Dear Ms Dunning

**LOCATION:** 2 Edmund Court Pucklechurch South Gloucestershire BS16 9PW  
**DESCRIPTION:** Erection of front porch. Installation of 2no. front dormers.  
Erection of single storey rear extension to form additional living accommodation with rear raised patio  
**REFERENCE NO:** P25/00847/HH

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Alex Hemming

Yours faithfully

**Technical Support Team Leader**





Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00841/CLP  
(Please quote at all times)  
Your ref:  
Date: 5th April 2025

**TOWN AND COUNTRY PLANNING ACT 1990 – SECTION 192**  
**TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE)**  
**(ENGLAND) ORDER 2015: ARTICLE 39**  
**APPLICATION FOR CERTIFICATE OF LAWFULNESS**

Dear Ms Dunning

**LOCATION:** 6 Bridge Road Mangotsfield South Gloucestershire BS16 9NG  
**DESCRIPTION:** Installation of rear dormer and partial hip to gable conversion.  
**REFERENCE NO:** P25/00841/CLP

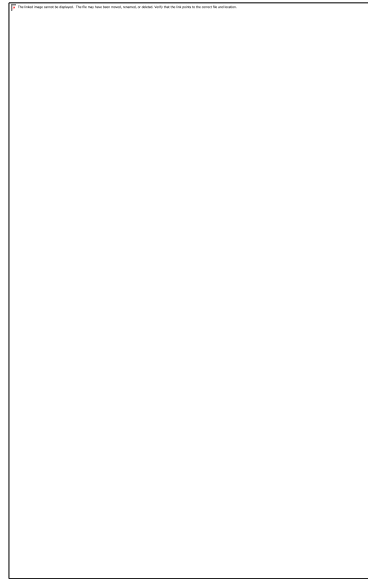
The Council has received an application for a Certificate of Lawfulness in respect of proposed use. If you wish to discuss this application, please contact the Case Officer for this application Helen Turner telephone 01454 864148.

Additionally, the application documents may be viewed via the Planning web site at <https://developments.southglos.gov.uk/online-applications/>. Free internet access is available at all South Gloucestershire libraries.

I shall be glad to receive any information you may have on this within 21 days from the date of this letter, in order that it may be taken into account when the application is considered.

Yours faithfully

**Technical Support Team Leader**





Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00756/TRE  
(Please quote at all times)  
Your ref:  
Date: 25th March 2025

## PLANNING APPLICATION

Dear Ms Dunning

**LOCATION:** The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire BS16 9PL  
**DESCRIPTION:** Works to 1no Sycamore Tree to reduce 2no limbs by 2m covered by Tree Preservation Order SGTPO 09/03 dated 11th November 2003.  
**REFERENCE NO:** P25/00756/TRE

We have received details of an application submitted in respect of the above proposal.

The application documents should be viewed via your consultee in tray at <https://developments.southglos.gov.uk/online-applications/>. **All planning comments should be submitted through the consultee access facility, where you may also attach a separate document detailing your response.**

The Planning Authority has only a limited period of time within which to determine applications, and I should be grateful therefore, to receive any comments, which your Council may have on this proposal within 21 days of the date of this letter. Alternatively, any comments your Council may wish to make can be made online. In order to assist the Council in considering your response, I would be grateful if you could clearly state whether your response is either a formal objection to the proposal, no objection is raised, or you wish to make comments to be taken into account in determining the application. If no reply is received at this office within this period, the application will be considered by the Planning Authority on the assumption that your Council does not wish to make any comments.

Any comments received will be made available to members of the public and the applicant, including via the Council's website. If the application is referred to the Planning Committee, your comments will be summarised in the officer's report.

If this is a major application, you will find enclosed a Site Notice. In such a case I would be grateful if you could display the Notice on your Parish Notice Board.

If you have any questions regarding this letter, please initially contact the Customer Services Centre on the above number. For your information, the Case Officer for this application is Lea Bending

Yours faithfully

**Technical Support Team Leader**





Pucklechurch Parish Council  
25 Parkfield Rank  
Parkfield Road  
Pucklechurch  
South Gloucestershire  
BS16 9NR

Please ask for: Customer Service Centre  
Tel: 01454 868004  
Our ref: P25/00162/TCA  
(Please quote at all times)  
Your ref:  
Date: 24th March 2025  
Email: [planningapps@southglos.gov.uk](mailto:planningapps@southglos.gov.uk)

### **TOWN AND COUNTRY PLANNING ACTS**

Dear Sir/Madam

**LOCATION:** The Poplars 20 Shortwood Road Pucklechurch South Gloucestershire  
**DESCRIPTION:** Works to 1no Sycamore Tree (T1) to crown reduce lateral spread by 2-3m and 1-2m in height. Works to 1no Cut Leaved Beech Tree (T2) and 1no Copper Beech Tree (T3) to reduce lateral spread by 1-2m all within Pucklechurch Conservation Area  
**REFERENCE NO:** P25/00162/TCA

With reference to your correspondence this is to inform you that this application has now been considered and the Councils decision is: No Objection.

The decision notice will be available on the Council's website at <https://www.southglos.gov.uk/environment-and-planning/search-planning-applications/>

.Alternatively please visit one of our one stop shop offices between 8.45 am to 5.00 pm (4.30 pm Fridays) where a member of staff will be happy to help you.

I must emphasise that this letter refers only to the planning application bearing the above reference number and not to any other proposal which may have been submitted on this site.

If you have any questions regarding this letter, please contact the Customer Services Centre, Tel: 01454 868004.

Yours faithfully

**Technical Support Team Leader**