



Cantley with Branton Parish Council

Minutes of the Annual Meeting of the Parish Council held on Wednesday 1st May 2024 at Kilham Hall commencing at 6.09pm.

PRESENT: Councillors: N. Williams (Chair), J. Rushby, T Gibbins, Y. Butterworth, A. Thorpe and J. Sprack

IN ATTENDANCE: B Walton (Clerk) and one Member of the public

1) **FORMAL PROCESS FOR ANNUAL MEETING**

1.1 Election of Chairman

Councillor Williams was proposed and seconded as Chairman.

1.2 Election of Vice Chairman

Councillor Gibbins was proposed and seconded as Vice Chairman.

1.3 Exclusion of Public and Press

Items 17.1 to 17.4 be excluded from the public and press.

1.4 Declarations of Interest

1.5 Appointment of Parish Council Representatives to External Bodies

Consideration was given to the appointment of representatives to the following external bodies, which was reviewed in February 2024 following co-option:

DMBC Parish Council Joint Consultative Committee, Kilham Hall Management Committee, Yorkshire Wildlife Park Consultative Committee, YLCA South Yorkshire Branch Meetings and DMBC Public Rights of Way meetings.

1.6 Appointment of Council Auditors

Discussion took place regarding the two Council Auditors.

1.7 Appointment of Staffing Committee

Discussion took place regarding forming a Staffing Committee.

1.8 Adopt Standing Orders and Financial Regulations

The Clerk informed members that the Financial Regulations were due to be updated by NALC but hadn't been published as yet so they will be brought to a future meeting.

1.9 Review the Assets and Other Equipment

The Clerk informed members that the above had been adopted at the April 2024 meeting due to amendment and year end.

1.10 Review arrangements with Other Local Authorities, Not for Profit Bodies and Businesses

The Clerk informed Members of current Contracts in place with DMBC, Christmas Plus, Annual Servicing Contracts, Gates and Grass Cut Contracts.

1.11 Arrangements for Insurance Cover

The Clerk informed the Parish Council of the insurance renewal date – September 2023.

1.12 Subscription to other Bodies and List of Regular Payments

The Clerk informed members of their annual subscriptions with other bodies – YLCA, SLCC and Website hosting. A list of regular payments was also presented to Members for approval.

1.13 Council's Expenditure under Section 137

The Clerk reminded Members that the Parish Council does not have General Power of Competency (GPC). Section 137 spend equates to £10.81 per parishioner and the Parish Council has 3057 electors. Therefore the Parish Council has authority to spend up to £33,046.17 under Section 137 if need be. The Clerk reminded Members that Section 137 expenditure is listed separately on the Direct Bank Payments.

1.14 Review of Policies and Procedures

The Clerk provided Members with the current policy list together with review dates.

1.15 Determine levels of Delegation to the Clerk

Signed:.....Dated:.....:

Minutes subject to approval at the next meeting

The Chairman informed Members of the Clerk's current level of delegation, as per the Parish Council's Standing Orders and Scheme of Delegation Policy which was approved in March 2024.

1.16 Time and Place of Forthcoming Meetings

A list of future dates, times and venue was considered for future Parish Council meetings.

RESOLVED (1)

- a) That Councillor Williams is unanimously elected as Chairman for the ensuing year or until the Vice Chairman feels comfortable to take over the role.
- b) That Councillor Williams' Declaration of Acceptance of Office form be duly signed.
- c) Appreciation and thanks were expressed to previous Councillor Chorlton for his role as Chairman.
- d) That Councillor Gibbins is unanimously elected as Vice Chairman for the ensuing year.
- e) That the Clerk speaks to Councillor Gibbins about Chairman Training.
- f) Items 17.1 and 17.4 are excluded from the public and press.
- g) That Councillor Williams remains appointed as representative to the PCJCC with Councillor Rushby as the designated substitute.
- h) That Councillor Gibbins and Councillor Sprack are nominated as representatives to Kilham Hall Management Committee.
- i) That Councillor Gibbins is appointed as representative to the YWP Consultative Committee with Councillor Rushby as the designated substitute.
- j) That Councillor Williams and Councillor Gibbins to remain appointed as the voting representatives at YLCA South Yorkshire Branch Meetings.
- k) That Councillor Gibbins remains nominated to attend DMBC PROW meeting and Councillor Williams as the designated substitute.
- l) That Councillor Rushby was appointed as the Council Auditor and Councillor Butterworth to be confirmed as the second Council Auditor.
- m) That Councillors Williams, Butterworth, Sprack and Thorpe be appointed as members of the Staffing Committee, however it is noted that only three members need to be present to be quorate.
- n) That the Council adopt the Standing Orders and Financial Regulations.
- o) The Council assets and equipment are noted as agreed at the April 2024 meeting.
- p) The Contracts with other authorities, non-profit organisations, businesses are noted and reviewed when required.
- q) The Clerk reviews the Parish Council's Insurance in August 2024 prior to renewal in September 2024.
- r) The Council's subscriptions to the YLCA, SLCC and website hosting are noted and agreed.
- s) The Council's list of regular payments was approved.
- t) The Council's expenditure under Section 137 is noted and continues to be monitored on a monthly basis.
- u) The current policy list was noted and agreed.
- v) The Clerk is to review legislation changes and amend any policies affected accordingly.
- w) That in accordance with the Financial Regulations the Clerk is authorised to make payments for goods and services agreed by the council or within the scheme of delegation providing the goods and services have been received and deemed satisfactory.
- x) That the Clerk is delegated the authority to authorise day to day expenses for office stationery, general maintenance of council land/buildings/equipment/gardens within the council's budget including urgent repairs costing less than £500.
- y) That the Clerk is delegated the authority to pay staff wages following approval by the Chairman.
- z) That the Clerk is delegated authority in consultation with members to respond to items of correspondence including planning applications and requests to hire the recreation ground that are received after the agenda has been published and a response is required before the next council meeting where no special meeting is convened.
- aa) The List of future dates, times and venues for Parish Council meetings during 2024/2025 were approved.
- ab) The Clerk will publicise the list of future meetings on the website, notice boards and Facebook page.

2) APOLOGIES FOR ABSENCE

2.1 Apologies

2.2 Reasons for absence considered

Signed::.....Dated:.....:

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

RESOLVED (2)

No apologies were received.

3) APPROVAL OF MINUTES

3.1 Minutes of 3rd April 2024

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 3rd April 2024 be agreed with a change to Resolution 16b) which should read 5 hours 30 minutes and signed by the Chairman.

4) PARISH COUNCIL MATTERS

4.1 Consider Applications of Interest for Councillor Vacancy

1 candidate expressed an interest in the vacancy within the prescribed timescale and he was in attendance at the meeting. The Chair asked the candidate if they had anything they wished to add to their application and explained the process.

4.2 Co-Opt a Candidate

The Clerk informed Members that the candidate met the criteria for appointment and Members came to an absolute majority vote in favour of the Candidate.

4.3 Declaration of Office

The Clerk asked the new Member to read and sign the Declaration of Office form which he duly did. The Chairman welcomed Councillor Robert Odell to the Parish Council.

RESOLVED (4)

a) Members unanimously voted for Robert Odell to join the Parish Council.

b) Robert Odell signed his declaration of acceptance of office in the presence of the Clerk and joined the meeting.

5) DONCASTER METROPOLITAN BOROUGH COUNCIL

6.35pm Councillor Butterworth left the room.

5.1 Ward Councillor's Report

No Ward Members were in attendance. A Community Skip Is to be arranged in the near future. A representative was requested to attend a quarterly meeting with Ward Councillors and other representatives for the other Parish Council's within the Ward.

6.40pm Councillor Butterworth returned to the meeting.

5.2 Update on the MUGA

The Project Lead has requested the removal of the planning pre-condition. The deadlines are as follows Standard Consultation period ends 10/05/25, decision target 23/05/24, deadline for decision 06/06/24. The Project Lead has credit checked 5 Contractors for Tender and Members were asked to consider whether they approved the 5 Contractors to be contacted for Tender.

5.3 Update on the CCTV

The Clerk informed Members that CDC have confirmed that a new column outside Hagans Nurseries instead of the Three Horse Shoes is suitable and on the list to be structurally tested. Once Street Lighting have structurally tests the columns and electronic sockets the project lead will be able to offer more precise timeframes for installation. The columns are being delivered to CDC for the end of May.

5.4 Identify any new Highway matters

The following issues were raised:

- The sign for the Community Centre on Doncaster Road (Near Three Horse Shoes Public House) is pointing the wrong way.

RESOLVED (5)

a) The Clerk will advertise the Community Skip once it is arranged and thanks were expressed to the Ward Councillors for continuing to organise this.

b) The Clerk will inform Ward Councillors that Councillor Williams will be the Parish Council's representative at a quarterly meeting with other Ward Parish Councils and if unavailable, Councillor Gibbins will be reserve.

c) The Clerk will inform CDC that the Parish Council approved the 5 Contractors to be contacted regarding the Tender of the MUGA.

Signed::.....Dated:.....:

Minutes subject to approval at the next meeting

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- d) The Clerk will report the new highway matter identified to CDC.
- 6.45pm Councillor Thorpe left the meeting

6) MEMBERS OF THE PUBLIC

5.1 Items raised by members of the public present at the meeting

No members of the public present.

5.2 Items raised by members of the public via email/telephone to the Clerk and/or Councillors

4.2.1 A request had been received from Branton Junior Football Club for their Under 9s team to train on the field on a Wednesday evening and Saturday morning and to play their matches on the field on a Sunday morning.

RESOLVED (5)

- a) Members agreed to trial Branton Junior Football Club under 9s using the field for training and matches initially for 3 months.
- b) The Clerk will discuss the trial period with Branton Junior Football Club and inform them of the forthcoming MUGA build and discuss placement of the pitch.
- c) The Clerk will inform the Sunday morning user of the field about the above to ensure it doesn't clash with his sessions.

7) CLERK'S REPORT AND ADMINISTRATION ISSUES

7.1 To note actions carried out by the Clerk

The Clerk's Report on work carried out was noted in particular the installation of the defibrillator at Old Cantley, 2 grants have been applied for and Councillor Gibbins was successful in his grant application and has secured 10 fruit trees for planting. The Clerk also provided members with an updated Action List for information.

7.2 To consider any amendments/updates/content to the Website and Facebook

Updates are carried out daily/weekly. The Clerk informed Members of a YLCA Webinar regarding website accessibility on the 21st March 2024 in the evening. The Clerk cannot attend this due to her other job and asked if any Members would be available to attend and feedback.

RESOLVED (7)

- a) The Clerk's Report was noted.
- b) Councillor Odell will attend the YLCA Webinar. The Clerk is to provide him with details of the same.

8) KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

8.1 Deed of Variation

The Clerk has chased Dickinson Wood on numerous occasions and was told it would be with the Parish Council late last week. She is still chasing it. Members discussed Kilham Hall Management Committee's email regarding the Deed of Variation and repairs to Kilham Hall.

8.2 Kilham Hall Management Committee's Report

Councillor Gibbins informed the Parish Council that the main issues were the Deed of Variation and the Energy supplier. Councillor Gibbins has been carrying out some work in relation to the energy supplier and the solar panels.

RESOLVED (8)

- a) The Clerk will continue to chase Dickinson Wood for the Deed of Variation and share it with the Parish Council and Kilham Hall Management Committee as soon as she is in receipt of the same.
- b) The Clerk will respond to Kilham Hall Management Committee's email.
- c) Members noted Kilham Hall Management Committee's update.

9) PARISH MATTERS

9.1 Donation to 2024 Auckley Show

The Clerk asked members if the Parish Council if they wished to financially support the 2024 Auckley Show.

9.2 Donation to Kilham Hall Management Committee

The Clerk asked members how much they wished to donate to Kilham Hall Management Committee to support the 2024 Pantomimes, the total cost of the Pantomimes is £1200.

9.3 Next Litter Pick

Signed:.....Dated:.....:

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

The Clerk informed Members that the next litter pick is scheduled for 11th May 2024.

9.4 Siting of Banners for School Fayre

The Clerk informed Members that the primary school were holding their Summer Fayre and had sought approval from CDC to site banners advertising the event. CDC had asked the school volunteers to contact the Parish Council to seek guidance as to placement of the banners.

RESOLVED (9)

- a) The Parish Council agreed to donate £500 towards the 2024 Auckley Show.
- b) The Parish Council agreed to donate £1000 to Kilham Hall Management Committee towards the 2024 pantomimes.
- c) The Litter Pick scheduled for 11th May 2024 was noted.
- d) The Parish Council had no objections to the school siting banners anywhere in the Parish to advertise the Summer Fayre.

10 FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

24/10	Branton Farm Nurseries - Strimmer Cord	£ 5.00
24/11	Branton Farm Nurseries - Petrol	£ 48.50
24/12	Clerk (EyesOnToes) - Paper	£ 20.95
24/13	Clerk - Payroll	£ 0.00
24/14	Handyman - Payroll	£ 0.00
24/15	HMRC	£ 0.00
24/16	Handyman - Work Gloves	£ 1.79
24/17	Handyman - Potting Trowel	£ 6.99
24/18	Handyman - Summer Flower Bulbs	£ 52.00
24/19	Clerk - Postage	£ 2.10
24/20	Christmas Plus - Illuminations Repair	£117.00

10.2 Bank Statements

The Clerk informed members of a problem with accessing statements on the online banking. Bank statements will be shared with Members next month. Members also discussed authorisation on the banking.

RESOLVED (10)

- a) The direct payments were duly authorised.
- b) The Clerk will provide two month's bank statements for approval at the June meeting.
- c) The Clerk will remove previous Councillors Innes and Chorlton from the banking and include new Councillors Sprack and Odell as signatories.

11) POLICIES/RISK ASSESSMENTS

11.1 Disposal Policy

The Clerk presented a Disposal Policy for consideration and approval.

RESOLVED (11)

- a) The Disposal Policy was approved.

12) PLANNING APPLICATIONS

Updates on previous planning applications were noted. The following new planning applications were considered:

12.1	24/00645/COND Kilham Hall Playing Field, Kilham Lane, Branton	Consent, agreement of approval required by condition(s) 3 (EA FRA) 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL	No comments or concerns
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RESOLVED (12)

- a) The Planning Application was noted.

Signed:.....Dated:.....:

Minutes subject to approval at the next meeting

Minutes subject to approval at the next meeting

13) POLICE ISSUES

13.1 Police Issues

The Police Drop In was held at Kilham Hall Meeting Rooms on 17th April 2023 at 6.15pm. No members of the public attended. Next session is to be held on 5th June 2024 at 10am at the Café in the Garden Centre.

RESOLVED (13)

a) The next Police Drop In session is booked for Wednesday 5th June 2024 at 10am at the Cafe, Branton Garden Centre, Doncaster Road, Branton.

14) UPDATE FROM EXTERNAL MEETINGS

14.1 PCJCC – 4th April 2024

Minutes of the above meeting were previously circulated to Members for noting.

14.2 PROW – 11th April 2024

Councillor Gibbins attended the meeting on 11th April which mainly focused on improvements in Sprotbrough and barriers to stop cars/motorbikes/quad bikes access.

RESOLVED (14)

- a) Noted PCJCC Minutes.
- b) Noted Councillor Gibbins feedback on the PROW meeting

15) ITEMS OF CORRESPONDENCE

15.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Northern Powergrid Foundation Grants, CEO Bulletin, Community First Funding Update, CDC's Roadworks reports and Funding Opportunities, Central Locality Plan, SLCC Bulletin, NALC CEO Bulletin and The Department for Energy Security and Net Zero consultation.

RESOLVED (15)

- a) That the items of correspondence denoted on the agenda be received and duly noted.
- b) Councillor Gibbins will look at the Department for Energy Security and Net Zero Consultation and feedback any comments for the Parish Council to provide NALC.

16) DATE OF NEXT MEETING

16.1 Date of Next Meeting

RESOLVED (16)

- a) That the next meeting be held on Wednesday 5th June 2024 commencing at 6pm.

17) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

17.1 Clerk's April Timesheet

The Clerk's timesheet for April was shared for information.

17.2 Handyman's April Timesheet

Handyman's timesheet for April was shared for information.

17.3 Clerk's Carry Forward of Annual Leave

The Clerk informed Members of 3 hours annual leave that she never took in 2023/2024 and requested it be carried forward to 2024/2025.

17.4 Payroll Update from Warrens GBC

The Clerk provided Members with an update on payroll matters from Warrens GBC including personal allowance, workplace pension, working time regulations 1988 (WTR), holiday calculations, flexible working, national insurance thresholds, statutory payment rates and national living wage (NLW) increase.

RESOLVED (17)

- a) The Clerk and Handyman's timesheets were received and the contents noted.
- b) The Clerk is to carry forward 3 hours annual leave into 2024/2025.
- c) The Update from Warrens GBC was noted.

The meeting closed at 8pm

Signed:.....Dated:.....:

Minutes subject to approval at the next meeting

CLERK'S REPORT ON MATTERS ARISING/ACTION UPDATE – JUNE 2024

1) CDC

a) Planning Application for MUGA - Meeting with CDC re: Traffic Management, Tender prepared and send to Procurement for approval. Once approved will send out and 4 week return. Successful tender approved then need to send to Planning re: traffic management to get the pre-planning condition removed. Once work starts it will take approx. 4 weeks. Probably September/October before work starts.

2) Recreation Ground/Garden Areas

a) MUGA – As above
b) Grants for MUGA – Awarded £20k from National Lottery. Two additional grants applied for in sum of £10k – awaiting replies
c) Fence Maintenance - Handyman continuing painting fence around KH
d) Paint Playground – Handyman will need to close park to paint it so waiting til after School Holidays.

3) Kilham Hall /Meeting Rooms/Store Room/Car Park

a) Solar Panels – Clerk has sent meter reading to EoN to sell back energy.
b) Lease – On Agenda for approval.
c) Internet – having more issues connecting to internet at KH which is taking time to resolve.

4) Parish/Community

a) Annual Parish Meeting – Drafted Minutes and put on website.
b) Defibrillator's – Checked regularly and the Circuit Website updated.
c) Poster for Volunteering to help the Community – Poster displayed on Website, FB and notice boards
d) Water Butts – A resident has donated 3 water butts for installation round KH.
e) Goal posts – A resident has donated a set of goal posts for KH – Steve will use these for spares.
f) Football pitch – Branton Juniors have marked out pitch and first game was on Sunday 2nd June 2024.

5) Parish Council Procedures/Finance

a) Website – Updated regularly
b) Facebook – Updated regularly
c) Policies – Reviewed Financial regulations once published by NALC, reviewed Member/Officer Relations, Code of Conduct, Biodiversity, Appraisal, Fire Safety and Social Media & Electronic Communication Policies
d) AGAR – AGAR Forms drafted, met Internal Auditor and handed over files and forms for her completion. Received Internal Auditors Checklist and awaiting return from IA to be circulated - placed on June Agenda.
e) Bank Account – On Agenda.
g) Honours List – Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters.
h) King's Portrait – Handyman installed it in KH.

6) Police

a) Drop In Session – List of Dates published – June session is due to take place at Café at Garden Centre on Wednesday 5th June 2024 between 10am and 11am.

7) Training/Networking

a) Clerk attended Clerk's Forum on 8/5/24.
b) Book Vice Chair on Chairman's Training.
c) Book Clerk on Talking Tables Training.

Actions Following Meetings - 2024/2025 - Clerk's Report

Meeting Date	Minute No.	Action	To be carried out by	Date Carried out	Follow Up Action Required Y/N	Follow Up Action
03/04/2024	3.1	Place 20/03/24 Minutes on website	Clerk	04/04/2024	N	Done
03/04/2024	4.3	Ask newly appointed Cllr to sign Declaration of Office and send to CDC	Clerk	03/04/24 & 04/04/24	N	Done
03/04/2024	4.3	Arrange to meet Cllr Sprack to provide him with additional documentation, his PC Email address, to complete Register of Interests and answer any questions	Clerk	08/04/2024	N	Done
03/04/2024	4.3	Write to the unsuccessful candidates thanking them for their interest and asking them to apply for the 2nd vacancy due to be advertised in due course	Clerk	05/04/2024	N	
03/04/2024	4.4	Amend RM Schedule, place on Website and place in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.5	Place Asset Register, Deeds Register in AGAR file	Clerk	08/04/2024	N	
03/04/2024	4.7	Pay YLCA Annual Subscription Invoice	Clerk	12/04/2024	N	
03/04/2025	4.8	Seek confirmation from Lead Litter Picker that volunteers would be happy for their photo to be provided to YLCA for their annual report	Clerk	04/04/2024	N	Done - Ok with it
03/04/2024	4.8	Send Litter Picker photo to YLCA for annual report	Clerk	05/04/2024	N	Done
03/04/2024	4.9	Prepare Cllr Vacancy Poster for advertising	Clerk	08/04/2024	N	Done
03/04/2024	4.10	Nomination to KHMC to be placed on May Agenda	Clerk	04/04/2024	N	Done
03/04/2024	4.11	Internal Auditors to sign bank statements and bank reconciliation	Cllr Williams			Done
03/04/2024	4.11	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	Phone persimmon and see if they'd give us permission to have 1/2hrs per month in their site office to engage with community	Clerk	05/04/2024	N	Left a voicemail for persimmon to call me back
03/04/2024	6.1	Continue to chase CDC on MUGA	Clerk	05/04/2024	Y	
03/04/2024	6.2	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Write to KHMC informing them that the PC will take over cost of repairs once the Deed of Variation has been signed however they will not take on repairs already identified.	Clerk	05/04/2024	N	Done - scheduled for 07/04/24
03/04/2024	8.1	Contact Dickinson Wood and chase the Deed of Variation. Also ask about the legality of the PC charging rent to KHMC.	Clerk	05/04/2024	N	Emailed Chair of KHMC
03/04/2024	8.2	Request cost of pantomime from KHMC so PC can consider contribution at May meeting.	Clerk	05/04/2024	N	Done - emailed Chair of KHMC requesting details and placed on May Agenda

03/04/2024	9.1.1	Inform Christmas Plus of the contract for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.1.2	Inform Blanchard that they have been unsuccessful for Old Cantley Christmas Illuminations	Clerk	05/04/2024	N	Done
03/04/2024	9.2	Inform RJ Electrical that they have been successful for installation/removal of Christmas Illuminations for the 3 Parish Council chritmas trees	Clerk	05/04/2024	N	Done
03/04/2024	9.3	Confirm repair of the 3 sets of illuminations for Old Cantey with Christmas Plus	Clerk	05/04/2024	N	Done
03/04/2024	9.6	Place seed bombs on Facebook and in next Newsletter for residents to express an interest and let Clerk know by September 2024 for distribution Spring 2025	Clerk	17/04/2024	N	Drafted Newsletter for May PC Meeting and put a post on FB
03/04/2024	10.1	Pay invoices/payroll as authorised	Clerk	12/04/2024	N	Done
03/04/2024	10.2-10.4	Place Bank reconciliation, VAT return and budget monitoring reports in AGAR folder	Clerk	04/04/2024	N	Done
03/04/2024	10.5	Council's Internal Auditors to sign bank statements	Cllr Williams Cllr Rushby	03/04/2024	N	Done
03/04/2024	10.6	Look at SUEZ and FCC Community Action Fund Grants and apply for the same	Clerk	19/04/2024	N	Submitted both following help from Cllr Gibbins
03/04/2024	11.1.1-11.1.5	Provided CDC with feedback on planning applications	Clerk	04/04/2024	N	Done
03/04/2024	12.1	Advertise next police drop in	Clerk		N	Scheduled posts for FB
03/04/2024	13.1	Book handyman on ROSPA Operational Training for 4th and 5th December 2024	Clerk	03/04/2024	N	Done
03/04/2024	13.2	Book Clerk on CILCA for October 2024	Clerk	03/04/2024	N	Done - expressed an interest with YLCA for October
03/04/2024	13.2	Write to Finningley Parish Council asking if they would go halves on costs of CILCA	Clerk	15/04/2024	N	Done - agreed so once register for CILCA let YLCA know
03/04/2024	16.1-16.2	Inform Warrens GBC of decision to pay Clerk additional 5.5hrs and that timesheets been approved	Clerk	04/04/2024	N	Done
03/04/2024	16.4	Inform Warrens GBC of 1 increment for Clerk taking her to £16.67 ph	Clerk	04/04/2024	N	Done
03/04/2024	16.6	Inform Warrens GBC of 1 increment for Handyman taking him to £12.63 ph	Clerk	04/04/2024	N	Done
01/05/2024	1.1	Send Chair's Signed Declaration of Office to CDC MO and YLCA	Clerk	02/05/2024	N	Done
01/05/2024	1.5.1	Inform CDC of PCJCC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.2	Inform KHMC of PC Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.3	Inform Barnsley DC of YWPCC Representatives	clerk	02/05/2024	N	Done
01/05/2024	1.5.4	Inform YLCA of Voting Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5.5	Inform CDC of PROW Representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.5	Update list of external representatives	Clerk	02/05/2024	N	Done
01/05/2024	1.8	Update Website with SO's & Fin Regs	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on Website	Clerk	02/05/2024	N	Done
01/05/2024	1.16	Put Schedule of Meeting Dates on FB and Notice Boards	Clerk	07/05/2024	N	Done
01/05/2024	3.1	Put approved minutes on website	Clerk	02/05/2024	N	Done
01/05/2024	4.2	Update Councillor Details on website	Clerk	02/05/2024	N	Done
01/05/2024	4.3	Send Councillor Odell's declaration of office to CDC MO	Clerk	02/05/2024	N	Done

01/05/2024	4.2	Set up Councillor Odell's PC email address	Clerk	02/05/2024	N	Done
		Inform Ward Councillors of a PC representative for their quarterly PC meeting	Clerk	02/05/2024	N	Done
01/05/2024	5.1.2	Inform CDC that happy to go out to tender with all 5 contractors	Clerk	02/05/2024	N	Done
01/05/2024	5.2		Clerk	02/05/2024	N	
01/05/2024	5.4	Inform CDC of new highways issue	Clerk	02/05/2024	N	Done - Ref; 201002486695
		Inform Branton Juniors that the Under 9s team can use the field - need sight of PL Insurance and would need to meet up to discuss MUGA, marking of pitch, nets, toilet facilities	Clerk	02/05/2024	N	Done - met Chris Alton of Branton Juniors on 04/05/24 and received copy of PL Insurance 07/05/24
01/05/2024	6.2.1	Confirm attendance at the webinar on 21/05/24 re: webiste accessibility in the Clerk's absence	Councillors	02/05/2024	N	Done - Councillor Odell attending - Clerk registered him on the webinar and sent him the information.
01/05/2024	7.2		Clerk		N	Done
01/05/2024	8.1	Keep Chasing Dickinson Wood for Deed of Variation	Clerk		N	Done in meeting with Members input
01/05/2024	8.1	Respond to KHMC Chair's email regarding Deed/Repairs	Clerk	01/05/2024	N	
		Donate £500 to Auckley Show - contact organisers				Donation declined by Auckley Show as they have enough funding
01/05/2024	9.1		Clerk	02/05/2024	N	
		Donate £1000 to KHMC for Pantomime - inform KHMC				Requested bank details for donation - awaiting reply
01/05/2004	9.2		Clerk	02/05/2024	Y	
01/05/2024	9.3	Advertise the litter pick on 11/05/24	Clerk	02/05/2024	N	FB Posts scheduled
		Inform St Wilfred's PTA member that we have no restrictions on banners advertising the Summer Fayre	Clerk	02/05/2024	N	Messaged Michelle Abele who enquired
01/05/2024	9.4		Clerk	02/05/2024	N	
01/05/2024	10.1	Pay invoices/payroll that has been approved	Clerk	10/05/2024	N	Done
		Print bank statements off for next month (due to problem with Unity this month) ready for signing	Clerk			
01/05/2024	10.2		Clerk			
01/05/2024	11.1	Add the Disposals Policy to Website	Clerk	02/05/2024	N	Done
01/05/2024	13.1	Advertise the next Police Drop In	Clerk	02/05/2025	N	FB Posts scheduled
		Look at Department for Energy Security and Net Zero recently launched consultation and reply on behalf of the PC	Councillor Gibbins			
01/05/2024	15.1.5	Inform Warrens GBC of approved timesheets to arrnage payroll	Clerk	02/05/2024	N	Done
01/05/2024	17.1-17.2		Clerk	02/05/2024	N	
01/05/2024	17.3	Carry forward 3 hrs A/L from 2023/2024 to 2024/2025	Clerk	02/05/2024	N	Done



www.cantleywithbrantonparish.co.uk

Defibrillator in Old Cantley

Match funding was granted from the Government for a new defibrillator. This meant that the Parish Council could obtain another defibrillator for half the usual cost. Businesses in Old Cantley were contacted and two businesses kindly offered to host a defibrillator. One was slightly off a central location so GBM Accounts were contacted and agreed to have one installed on their building on The Row. This was installed in April and registered on the national database "The Circuit" so that it is visible for emergency services or resident should they need it. This brings the Parish defibrillators to three now – one being held at Kilham Hall and the other at the shop on Doncaster Road, Branton. The Parish Council hope to be able to find a solution for the installation of a defibrillator at Warren Park Estate and provide one there in the future.

MUGA

Planning permission was approved for the MUGA with a condition that the Parish Council carried out a percolation test prior to going out to tender for the build. A test was carried out and the results were satisfactory to meet the condition and therefore City of Doncaster Council (CDC), who are project managing the build on behalf of the Parish Council, have requested the condition be removed and are going out to tender. Once the MUGA is completed, we will look to install a bike rack on Kilham Hall Playing Field to promote cycling to the field and to ensure added security for users.

CCTV

CDC contacted the Parish Council offering to install 2 CCTV columns on entry/exit points to the village. The proposed sites were on the junction of New Road/Whiphill Top Lane and near the Three Horse Shoes Public House/Whiphill Top Lane. The Parish Council requested one of the cameras to be sited at the opposite end of the Village, near the motorway bridge/garden centre and it has been confirmed by CDC as a suitable location. This will replace the proposed camera near The Three Horse Shoes Public House. The Ward Councillors have spoken to the FABB group, who lead on CCTV cameras, and they have agreed to pay the first year maintenance costs of the cameras for the Parish Council due to no budget being available this year.

Biodiversity/Seed Bombs

As part of the Parish Council's Biodiversity Policy, the Parish Council wish to work towards enhancing and protecting the biodiversity of the parish. The importance of gardens as habitats for wildlife is key and with this in mind the Parish Council committed to purchase seed bombs for residents to plant in their gardens. The Clerk will be taking contact details of those residents interested in free seed bombs and will place an order towards the end of the year ready for planting next year. If you are interested please email the Clerk at cwbpc@outlook.com. Seed bombs will be distributed on a first come first served basis.

The Parish Council have secured grant funding from the Environmental Pride Fund for 10 fruit trees which will be planted at Kilham Hall field by the children of Branton St Wilfred's Church of England Primary School.

The King's Portrait

Public bodies were invited to apply for the King's Portrait which can be shown in thousands of public settings across the UK, from hospitals and council offices to police and fire stations. The Parish Council received their portrait recently and it can be found hanging in Kilham Hall for all to see.

Volunteering Opportunities

There are many ways the Parish Council would appreciate Parishioners help within the Community ie. knitting/crocheting poppies for the Armistice Day Displays, watering plants around the Parish in the Summer months, joining the litter picking group quarterly and even consider becoming a Councillor when any vacancies occur. If you would like further information please look at the website, notice boards or contact the Clerk. Appreciation is expressed to members of the litter picking group who carried out a pick on 11th May 2024.

Parish Council Facebook Page

The Parish Council Facebook page is updated regularly - please search "Cantley with Branton Parish Council" on Facebook and like the page.

Have a great Summer and stay safe

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.

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

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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

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			<i>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.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>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.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>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.</i>
9. Total fixed assets plus long term investments and assets			<i>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.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

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

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Explanation of variances – pro forma

Name of smaller authority: [REDACTED]

County area (local councils and parish meetings only): [REDACTED]

Insert figures from Section 2 of the AGAR in all **Blue** highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23 £	2023/24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	74,338	78,109				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	43,750	48,000	4,250	9.71%	NO		
3 Total Other Receipts	6,200	24,865	18,665	301.05%	YES	Received a grant for £20k towards MUGA costs	
4 Staff Costs	18,367	24,120	5,753	31.32%	YES	2 staff members weekly hours increased due to workload	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	27,792	44,962	17,170	61.78%	YES	Installed solar panels, installed a new defibrillator,	
7 Balances Carried Forward	78,129	81,892				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	78,129	81,892				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	130,817	214,013	83,196	63.60%	YES	Extension to building, solar panels, notice board,	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



Cantley with Branton Parish Council

FINANCIAL REGULATIONS

Contents

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

These Financial Regulations were adopted by the council at its meeting held on 5th June 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 **£500**; and

2. Risk management and internal control

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

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

3. Accounts and audit

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

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

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

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

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

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

4. Budget and precept

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

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

4.3. No later than **November** each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year **{along with a forecast for the following three 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. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6. The draft budget **{with any committee proposals and [three-year]}** forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

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

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed **£60,000** including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of**

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

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

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

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

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

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

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

6. Banking and payments

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

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

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

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

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

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

- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- i. any payments of up to **£500** excluding VAT, within an agreed budget.
 - ii. payments of up to **£2,000** excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of **£10,000**, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

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

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

8. Payment cards

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

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

9. Payment of salaries and allowances

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

10. Loans and investments

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

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

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

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

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

11. Income

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

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

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

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

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

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

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

12. Payments under contracts for building or other construction works

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

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

13. Stores and equipment

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

14. Assets, properties and estates

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

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

15. Insurance

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

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

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

16. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

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



Cantley with Branton Parish Council

Protocol on Member/Officer Relations

1. Background

1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.

1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of the Councillors, the Clerk and other employees working together to support each other's roles.

1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity or special relationships with particular individuals or party political groups is to be avoided in order to maintain impartiality and avoid creating suspicion of favouritism.

2. Roles of Councillors, Officers and Employees

2.1 The respective roles of Councillors, Officers and employees can be summarised as follows:

- Councillors, Officers and employees are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction of the Council and relevant committees.
- Officers are responsible for the management and supervision of employees.

2.2 Councillors, Officers and employees need to show respect for each other. They must not denigrate their own or each other's work in public or make unsubstantiated allegations against any individual connected with the Council.

2.3 Councillors

2.3.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership;
- To monitor and review Council performance in delivering services;
- To represent the Council externally; and
- To act as advocates for their constituents.

2.3.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

2.3.3 Councillors do not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3.4 Councillors have a responsibility to be properly prepared for meetings.

2.3.5 If Councillors wish to request an agenda item at any meeting they have a responsibility to notify the Clerk in good time and provide any papers at least a week in advance of the meeting in question.

2.3.6 Councillors must remember that officers and employees work on behalf of the whole Council and not for individual Councillors. They must not seek to instruct employees to undertake work for them.

2.4 Chairmen and Vice-Chairmen of Committees

Committee Chairmen and Vice-Chairmen have additional responsibilities. For example they are responsible for liaising with officers over the preparation of agendas for their meetings, and for advising officers after the meeting of any actions to be taken. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of officers and employees and must not ask them to undertake work of a party political nature, or to do anything which would prejudice that impartiality.

2.5 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council. In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation must be the Officer's own. If a Councillor wishes to express a contrary view they must not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures'
- a timely response from Officers to inquiries and complaints;
- Officers' professional advice, not influenced by political views or personal preferences;
- regular, up to date information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;

- respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the Council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant code of conduct.

3.2 Officers can expect from Councillors;

- a working partnership;
- an understanding of, and support for respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- that Councillors will at all times abide by the Nolan principles and with the Council's adopted Code of Conduct.

4. Political Groups

4.1 The operation of political groups is becoming more of a feature within parish/town councils but party politics have no place in community councils. Parish Councillors are there to serve their community as members of the community, and need to avoid being sidetracked by party political issues. Party politics within a parish council can pose particular difficulties in terms of the impartiality of the Clerk and other employees, and the relationship between Councillors and Officers and employees generally.

4.2 Party political groups have no power to require the Clerk or any other Officer or employee to attend group meetings or prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and cannot take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.

4.3 Where a Council has adopted party political groupings, the Clerk is required to ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.

4.4 If a report is prepared for one political group, the Clerk is required to advise all other political groups that the report has been prepared, or that advice has been given.

4.5 If the Clerk needs advice or guidance on matters relating to party groups or how to operate within a political environment, they can seek advice from the Society of Local Council Clerks.

5. If things go wrong – Procedure for Officers

5.1 From time to time the relationship between Councillors and the Clerk or other employees, may break down or become strained. Whilst it is always preferable to resolve matters informally, if appropriate through conciliation by an appropriate third party, the Council will maintain a formal grievance procedure.

5.2 ~~Doncaster Metropolitan Borough~~ **City of Doncaster** Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice, e.g. from the Society of Local Council Clerks, who may be able to provide an independent person. The Chairman of the Council will not attempt to deal with grievances or work related performance or line management issues on their own.

5.3 The law requires all employers to have disciplinary and grievance procedures. Operating the grievance procedure effectively enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

5.4 If a Councillor is dissatisfied with the conduct, behaviour or performance of the Clerk or other employee, the matter must be raised with the Clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the Council's disciplinary procedure.

Drafted: May 2022

Adopted: June 2022

Reviewed: May 2024

Approved: 5th June 2024



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

MEMBER CODE OF CONDUCT

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of the Council or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

a) is a member of any committee or sub-committee of the authority, or;

b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

“the Council” means Cantley with Branton Parish Council.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, Council officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and Council officers; should uphold the Seven Principles of Public Life, also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person

- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my Council's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor. The Code of Conduct was adopted by a meeting of Cantley with Branton Parish Council on **5th June 2024** with immediate effect.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

City of Doncaster Council's Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat Council employees, employees and representatives of partner organisations and those volunteering for the Council with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express,

challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the Council, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and Council employees, where concerns should be raised in line with the Council's councillor-officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the Council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the Council.

Officers work for the Council as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the Council; and
 3. I have consulted the Proper Officer/Clerk prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the Council must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or the Council into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or the Council and may lower the public's confidence in your or the Council's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring the Council into disrepute.

You are able to hold the Council and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the Council provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will affect others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of Council resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the Council or authorising their use by others:

- a. act in accordance with the Council's requirements; and
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of Council or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the Council to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of Council buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by the Council.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me by Doncaster Council's Audit Hearings Sub-Committee following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the Council or its governance. If you do not understand or are concerned about the Council's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the Council

9. Interests

As a councillor:

9.1 I register and disclose my interests. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the Council.

You need to register your interests so that the public, Council employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are

personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Proper Officer/Clerk.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the Council or from persons who may apply to the Council for any permission, licence or other significant advantage.

10.2 I register with the Proper Officer/Clerk any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Proper Officer/Clerk any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the Council, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Proper Officer/Clerk for guidance.

Adopted 5th June 2024

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

"Disclosable pecuniary interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Council member in exercise of your executive function, you must notify the Proper Officer/Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;

b. a financial interest or well-being of a friend, relative, close associate; or

c. a body included in those you need to disclose under Disclosable Pecuniary Interests as set out in Table 1

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter affects your financial interest or well-being:

a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	<p>Any employment, office, trade, profession or vocation carried on for profit or gain.</p> <p>[Any unpaid directorship or Trustee.]</p>
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p> <p>* 'director' includes a member of the committee of management of an industrial and provident society.</p> <p>* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.</p>
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Table 2: Other Registerable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

a) any body of which you are in a position of general control or management and to which you are nominated or appointed by your authority

b) any body:-

(i) exercising functions of a public nature;

(ii) directed to charitable purposes; or

(iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management.



Cantley with Branton Parish Council

BIODIVERSITY POLICY

PREAMBLE

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Cantley with Branton Parish Council will in exercising all its functions have regard to the purpose of conserving biodiversity.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. It is the building block of our 'ecosystems'. These provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards enhancing and protecting the biodiversity of the parish.

The Parish Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, Cantley with Branton Parish Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses & council operations in the adoption of low impact practices.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

Planning applications

- The council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- It will consider what each proposed development might make in terms of biodiversity net gain.
- It will include policies in support of biodiversity within the neighbourhood plan.

Land and property management

- The council will carry out a biodiversity audit of its landholdings.
- The council will consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work.
- Special care will be taken in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- The council will consider biodiversity issues and the implementation of changes when managing its buildings.

Local community

- The council will raise public awareness of biodiversity issues, including through its website and newsletters.
- The council will engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- It will, where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

Partners

- Cantley with Branton Parish Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
- It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local sites of special scientific interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

This policy will be reviewed each year at the Annual Meeting, together with a summary of how the policy has been implemented in the previous twelve months.

DRAFT ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter/ Facebook
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Recreation ground	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p> <p>Install water butts</p>	<p>Food sources & cover</p> <p>Encourages insects.</p> <p>Sustain & enhance natural habitats.</p> <p>Save water and recycle</p>	May 2024	Facebook post
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the district council on verge management</p> <p>Encourage residents to adopt areas to look after.</p>	<p>Sustain & enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		
The Built Landscape	Encourage hedgehog/small animal highways with permeable boundaries	Extending habitats.	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p>	Ongoing	

	<p>habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p>	<p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p>	<p>Spring 2025</p>	
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p>	<p>Spring 2025</p>	<p>School helping plant new trees</p> <p>Poster requesting volunteers for watering</p>

Dated: May 2024
Approved: 5th June 2024
Reviewed: Annual Meeting – May 2025



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

APPRAISAL AND TRAINING POLICY

1. Introduction

1.1 Cantley with Branton Parish Council ('the Council') recognises our employees are our most valuable asset and are committed to maximising individual performance and potential. The Council will provide necessary feedback, support and training to ensure that high standards of performance are maintained throughout the organisation.

1.2 The appraisal process is an opportunity for people to seek and receive high quality, responsive and balanced feedback on their work performance and an opportunity to identify and plan for future individual learning and development needs.

1.3 The main element of the appraisal process is that there should be no surprises. Staff appraisals must not exist in isolation and should be part of an ongoing process in which both management and staff have a responsibility.

1.4 As a small workforce, informal communications are encouraged and will take place on a daily and/or weekly basis between the Clerk and team, discussing work priorities and objectives. These meetings are not recorded.

1.5 The Clerk is responsible for ensuring the policy is followed and for giving employees constructive, timely and honest appraisals of their performance, which should take into account both Council and individual aims. The Clerk will ensure the timetable is adhered to and the process is monitored effectively. Employees are expected to engage with all areas of the policy.

1.6 The Council is committed to the principle of encouraging staff and councillors to enhance their role and qualifications by further training. All sponsored training must relate to the needs of the council, be relevant to an individual's job role and be subject to council approval as is dependent on the availability of financial resources.

2. Appraisal procedure

Schedule of appraisals

2.1 The Council supports a minimum of one appraisal discussion a year, which will be recorded, to enable:

- a structured and confidential discussion on work programmes linked to Council objectives;
- the identification of achievements & to raise any concerns;
- effective employee support & guidance;

- discussions about training & development needs and individual aspirations;
- recognition of good performance and reward arrangements.

2.2 Staff on a probationary period will receive an appraisal at 12 weeks employment and a final probationary sign off appraisal at 24 weeks employment. If the staff member is not at a required standard at the 24 week sign off appraisal, the decision may be taken to terminate employment at that point or to extend the probationary period. If the probationary period is extended this will be noted in the employees personnel file. Monthly appraisals will continue until the staff member is signed off from the probationary period.

2.3 Where it is known that an employee is due to commence a long period of absence (e.g. maternity leave) this will be factored into the timescales and where appropriate, an appraisal will be held before the absence starts. Where a member of staff misses a scheduled appraisal meeting due to sickness absence, the meeting will be rearranged to take place following their return.

Before the appraisal meeting

2.4 The appraisal meetings will be carried out annually in March. The Clerk will arrange the meetings and invite employees given at least one week's notice sending the appraisal form to allow the employee time to reflect and prepare for the meeting.

2.5 The Clerk's appraisal will take place first in the annual cycle (conducted by the Chairman of the Council (or Vice Chairman if the Chairman is unavailable) **who will liaise with all the Parish Council prior to the appraisal for any feedback**), followed by the Handyman. With the exception of the Clerk's appraisal all other appraisals will be undertaken by the Clerk. **The Clerk shall liaise with the Parish Council for any feedback prior to the Handyman's appraisal.**

2.6 All employees/ Councillors undertaking appraisals will be required to complete appraisal training, arranged by the Clerk, with an external provider before they undertake any appraisal.

2.7 The Appraiser should prepare for the meeting by ensuring they are clear on what is included in the staff member's job description and any previous appraisals completed. They should also be aware of any training the staff member has completed since the last appraisal and any other HR action taken. The Appraiser should also have read the 'Guidance for Appraisers' in Appendix 1.

2.8 The Appraiser should provide the Appraisee with a Staff Self Assessment Form (see Appendix 2) 2 weeks before the meeting. This form should be completed by the staff member and returned to the Appraiser at least 3 clear working days before the meeting.

At the appraisal meeting

2.8 The meeting should be held in a confidential environment that is free from interruption. The appraisal discussion will allow an opportunity for both the employee and Clerk/ Councillor to reflect and comment on the previous year's objectives (linked to the relevant Job Description and Council aims). It will explore what factors have affected individual performance including internal and external constraints and issues. It will praise achievement and encourage the employee in their role.

2.9 The meeting will set objectives for the forthcoming year that are aligned to the aims and objectives of the Council. Objectives should be achievable and realistic taking into account available resources (including time) and should be capable of being monitored.

2.10 Areas for training, development and improvement should be discussed and agreed at the meeting and a plan for implementation including costs and timescales. It is important to be specific in terms of evidencing achievements and development needs. Any comments made by the Appraiser or employee are to be constructive and should not be seen as a criticism.

2.11 If there are disagreements between the parties with regard to the outcomes of the Appraisal HR advice should be sought. Employees may use the grievance procedure in the event of problems over the appraisal meeting.

After the Appraisal Meeting

2.12 Following the appraisal meeting the Clerk or Councillor will complete the Appraisal Form (Appendix 3). The form will be sent to the employee to complete, sign and return with their comments.

2.13 The final version of the Appraisal Form will be signed by the Appraiser, one copy will be sent to the employee and a second copy will be held on the employee's personnel file.

2.14 When all appraisals have been completed a report will be taken to the Parish Council to note the appraisals and agree any action to be taken, if any, in respect of the outcomes from the appraisal.

2.15 The Clerk in conjunction with the Parish Council will ensure any training, development and support requirements identified in the appraisal are considered and implemented.

2.16 Feedback from all employees will be encouraged after the completion of the Appraisal Form.

3. General

3.1 This policy is regarded as non-contractual and does not form part of any contract of employment. Cantley with Branton Parish Council reserves the right to amend, update, include or remove any policies according to the need of the Council's business.

4. Implementation

4.1 All Councillors and Staff have responsibility to ensure this policy is implemented and followed. Failure to do so may result in Disciplinary Action being taken against staff or Councillors being reported to Doncaster Council Monitoring Officer under the Code of Conduct.

5. Monitoring

5.1 The policy will be monitored in the following ways:

Monitoring Activity	Person Responsible
Annual appraisals of all employees to take place in March each year	Chairman of the Parish Council

Training requests responded to within one month of request	Clerk/RFO in relation to budget implications
--	--

6. Policy Consultation

6.1 A copy of the policy has been given to all staff and Councillors.

Dated : 14th May 2024

Adopted: 5th June 2024

Review: Annually or upon any changes to legislation; or subject to the requirements of Cantley with Branton Parish Council.

RELATED POLICIES AND STRATEGIES

Councillor Code of Conduct

Disciplinary Policy

Grievance Policy

Appendix 1 – Guidance for Appraisers

Prior to the formal appraisal meeting, Appraisers should ensure they are adequately prepared for the appraisal meeting. The appraiser should look at objectives set in previous appraisals and familiarise themselves with any other relevant information concerning the employee which may need to be raised at the appraisal meeting. It is important for the success of the process that appraisals are conducted with an eye on the wider aims and objectives of the Council.

Be prepared

Prepare by referring to a list of agreed objectives and notes on performance throughout the year.

Create the right atmosphere

A successful meeting depends on creating an informal environment in which a full, frank but friendly exchange of views can take place. It is best to start with a general discussion before getting into any detail.

Work to a clear structure

The meeting should be planned to cover all the points identified during preparation with time allowed for individuals to fully express their views.

Use positive feedback

Where possible, appraisers should begin with praise for some specific achievement, but this should be sincere and deserved. Praise helps people to relax; everyone needs encouragement and appreciation.

Let the employee do the talking

This enables them to talk freely and helps them to feel that they are getting a fair hearing. Use open questions to encourage people to be expansive.

Invite self-appraisal

This is to look at how the employee view themselves. It provides a basis for discussion as many individuals underestimate themselves.

Performance, not personality

Always refer to actual events, behaviour and results.

Encourage analysis of performance

Performance should be analysed jointly and objectively why things went well or badly and what can be undertaken to maintain a high standard in the future.

Don't deliver unexpected criticisms

Feedback on performance should be immediate and should not wait until the appraisal meeting. The purpose of the appraisal meeting is to reflect briefly on experiences during the review period and to look ahead. Any specific complaints/ criticisms from employer/

employee should be dealt with separately during the year by using the agreed grievance/ complaints procedure within the organisation. These are not matters to be dealt with within the context of the staff appraisal.

Agree measurable objectives and a plan of action

The aim should be to end the appraisal meeting on a positive note. There should be an outcome from the appraisal meeting; either a continuation of previous behaviours and conduct, or a change to the employees' role that improves the situation for the employee and the organisation.

Appendix 2



Cantley with Branton Parish Council

Staff Self Appraisal Form

To be completed in preparation for your annual
appraisal/review

Name: _____

Job Title: _____

Appraisal Date: _____

What have you achieved in your key area of work during the appraisal period:

What do you consider to be your key strengths within your role:

What skill/knowledge areas would you like to develop to help byou in your role:

Which parts of your job do you enjoy the most:

Which parts of your job do you find the most challenging:

What are your goals for the next 12 months:

What can the Parish Council do to help you fulfil your role to the best of your ability:

Do you have any concerns or feedback for the Parish Council;

Signed _____

Name _____

Date _____

Acknowledged on behalf of the Parish Council

Name _____

Signed _____ **Date** _____

Appendix 3



Cantley with Branton Parish Council

Appraisal Form

Employee's Name	
Job Title	
Appraiser	
Date of Meeting	
Objective/Competence	
<p>This section should be used to record discussion on the key areas of the job and include a summary of achievement against the objectives that have been previously agreed.</p>	
Development and Training	
<p>This section should be used to record any areas of the employees work where further training and support is required, and any areas where performance is particularly strong. Specific requirements for training and development should be outlines. These activities are not restricted to training courses and may include projects, coaching, planned experience or any other suitable activity that will enhance the skills, knowledge and behaviours required in the employees work or to develop further.</p>	

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Other areas of Discussion

This section should record any other points raised at the appraisal meeting

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Employees Signature	
Appraisers Signature	
Date	

One copy of this completed form will be kept by the employee and one by the appraiser to be kept on the employees personnel file



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

FIRE SAFETY POLICY

AIM

Cantley with Branton Parish Council are a responsible employer and take our fire and safety duties seriously. We have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005).

These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of Individuals.

POLICY

1. Employee Duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All employees are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

2. Communication

All employees will be kept informed either directly or via the Clerk to the Council of any relevant changes to fire safety procedures or fire risk assessments.

3. Procedures

There is a Fire & Electrical Safety & Maintenance Manual, prepared by The Fire House Group Ltd. The Manual is designed to assist in complying with the Regulatory Reform (Fire Safety) Order 2005 with the recording the testing of fire safety features and equipment contained within Kilham Hall. The Manual forms part of Cantley with Branton Parish Council's Risk Assessment process. The Manual is kept in Kilham Hall Kitchen on the shelves. The following procedures are also in place to ensure high standards of fire safety:

Fire Risk Assessments

Fire risk assessments have been undertaken and are reviewed regularly. However, other reviews will occur if there are changes that will impact on them. This may include alterations to the premises or new work processes.

Staff Training

Training will be provided, as necessary, to any staff given fire safety responsibilities.

All new members of staff and temporary employees will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given ~~annual~~ **regular** refresher training.

Escape Routes

All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly by the designated building fire Marshal or their 'responsible person'.

The fire evacuation procedure set out below is posted prominently throughout each side of Kilham Hall.

Fire Fighting Equipment

All fire extinguishers will be serviced and maintained annually. If any employee notices defective or missing equipment they must report it to the Clerk.

Fire Alarm Systems

Alarms are checked annually by a specialist company and tested weekly by the buildings fire marshal or responsible person.

Near Miss Procedure

The Parish Council maintains a record of any incident that occurs that had the potential to cause a fire. This will be used as part of future risk assessments to ensure measures are put in place to prevent a potential incident of that type occurring in the future.

Emergency Lighting

Emergency lighting is checked annually by a specialist company and monthly by the buildings fire Marshal.

Electrical Safety

Cantley with Branton Parish Council abides by the Electricity at Work Regulations 1989 by ensuring all electrical equipment within buildings is safe to use. This is achieved by:

- Use within the manufacturer's instructions
- IT equipment serviced by a specialist company
- Electrical equipment PAT Tested by RJ Electrical.

All electrical equipment is to be turned off at the mains sockets at the end of each day.

Electricity testing

Electrical equipment testing is undertaken every five years by a competent company.

Records are maintained centrally of the testing schedule.

Cooking

Where kitchen facilities have been provided, cooking should not be left unattended, equipment is to be turned off after use and toasters (where present) should be cleaned of crumbs etc regularly.

Portable Heaters

The use of portable electric heaters must be strictly controlled.

Where temporary heating is provided in the form of portable heaters these should not be positioned under desks or near furniture.

Combustible items or refuse must not be stacked or placed near them.

All portable heaters should be located so that there is no possibility of their coming into contact with combustible material or flammable substances, including clothing worn by staff, or visitors.

They must not be positioned on escape routes.

Housekeeping and Storage of Combustibles

Care be taken to ensure that combustible items (paper, card, clothing, wood), are kept away from all ignition sources and that any refuse or recyclable materials are disposed of frequently to secure external bins.

The storage of large quantities of paper records, especially if not filed in proprietary cabinets increases the fuel loading & fire hazard. The means of escape provision is the most important Fire Safety requirement and should be maintained and protected at all times.

Poor housekeeping can impede egress during an emergency.

Items that are a source of fuel, (paper, card, clothing, furniture, wood), or pose an ignition risk, and likely to increase the fuel loading or spread of fire, should not be located on any corridor or circulation route.

Windows and Doors

Staff should ensure all windows and doors are secured and shut at the end of each day. This helps reduce the risk of fire spreading as well as reducing the risk of arson through any open window.

Assisted Evacuation

The Caretaker will specify and rehearse the arrangements for assisting visitors, disabled people or those with temporary physical impairments to safely evacuate

the premises. Where appropriate, a PEEP (Personal Emergency Evacuation Plan) will be developed.

Visitors and Contractors

All visitors must be logged into the relevant Visitors Book (located in the Parish Council office) on arrival on site and will be accompanied by a member of staff at all times throughout the duration of their visit.

Smoking Policy

There is a strict no smoking policy throughout all areas of the building which is to be adhered to by every member of staff.

Smoking is only permitted within designated areas.

E-Cigarettes & Chargers

The use of E-Cigarettes is not permitted in any area of the building including the outside garden.

Event/function fire safety procedure

As part of the conditions of hire for an event/ function taking place within or on Parish Council property fire safety information is provided to the hirer including all relevant information relating to fire evacuation.

Procedure for greeting the fire service In the event of the fire alarm being raised whilst a member of staff is within the building, they will meet the fire service and provide them with the information contained within the fire safety basic plan of the building (located in the entrance of both sides to Kilham Hall) including a basic plan of the building and escape routes.

Where a member of staff is not within the building the lead hirer will be responsible for providing this information to the fire service and should contact the on-call caretaker as soon as safe to do so.

4. Review

A regular review of this policy will be carried out to ensure all areas are been met and enforced as appropriate with any deficiencies to be addressed appropriately.

Reactive reviews will take place following a fire safety event occurring.

A review will also be undertaken following a fire, changes to the premise's construction and facilities, new procedures, new equipment, new materials and changes in staff numbers and role.

IMPLEMENTATION

All staff and Councillors and hirers have a responsibility to ensure the policy is implemented within existing resources.

MONITORING

The Policy will be monitored by the Clerk and reported back to the Parish Council where appropriate under the terms of the policy.

RELATED POLICIES AND STRATEGIES

Health and Safety Policy

Risk Management Policy

Risk Assessment

Approved: 3rd November 2022

Reviewed: 17th April 2024

Approved: 5th June 2024

Fire Evacuation Procedure

For: Cantley with Branton Parish Council

Fire Marshals: Bev Walton and Councillor Joanne Rushby

Cantley with Branton Parish Council fire procedures will be made available to all staff and included in the induction of all new starters.

Hirers should ensure that they & their group members are aware of;

- The need to sound the alarm by a 'break glass' alarm point if a fire is discovered;
- The need to evacuate the building immediately if a fire bell sounds;
- The need to assist anyone with a disability;
- The location of the fire exits;
- The need, if safe to do so, for someone to call the fire brigade;
- If or when safe to do so, the hirer should call the on-duty caretaker and advise them of the situation.

Hirers are recommended to keep a register of attendance for each session which can be referred to for roll call purposes if required.

Actions on Discovering a Fire

- Raise the alarm by operating the nearest fire alarm call point or other means.
- Trained personnel (Fire Marshals) to tackle the fire with fire extinguishers only where appropriate.
- Leave the building by the nearest exit.
- Do not stop or return to collect personal belongings.
- Ensure visitors are escorted from the building to the assembly point.
- Close any doors en-route without delaying your escape.
- Fire Marshal/ lead hirer to ring 999 when safe to do so.
- You must remain at the assembly place and ring the on-duty caretaker if they are not present.
- Return to the building only when authorised to do so.

Actions on Hearing the Fire Alarm

- Leave the building by the nearest exit.
- Close any doors en-route without delaying your escape.
- Do not stop or return to collect personal belongings.
- Do not use any firefighting equipment unless you have been trained.
- If have responsibilities for assisting persons with Personal Evacuation Plans respond as required following the actions as identified in the Plan. (PEEP)
- You must remain at the assembly place.
- Return to the building only when authorised to do so.

Fire Marshals In the event of a fire where a designated fire Marshal is in the building; they should take charge and lead in the evacuation by:

- Ensuring all staff are ushered quickly and safely from the premises.
- Check store rooms, toilets etc are clear.
- Close windows and doors on the way out if safe to do so.
- Ensure all staff/visitors have made their way to the assembly point.
- Take a roll call.
- Liaise with Fire Service on their arrival providing them with as much information as possible.

Escape Routes

The designated escape route(s) for these premises are;
Kilham Hall - Main Entrance. Side/disabled entrance from Main Hall to side garden.

Parish Council Office – Main Entrance

Fire Extinguisher Points

The fire extinguisher points for these premises can be located in the main hall, kitchen and entrance to the Parish Council Office.

Fire Alarm Call Points

The Fire Alarm call points for these premises can be located in the entrance of the main hall, next to the fire escape in the main hall and entrance to the Parish Council Office.

Assembly Point

The designated assembly point is in the main car park to the front of the building All staff should make their way to this point upon the alarm been raised. Visitors will be escorted.



Cantley with Branton Parish Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables [xx] Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website (www.cantleywithbrantonparish.co.uk), has administration access to the Cantley with Branton Parish Council Facebook page (<https://www.facebook.com/cwbpc>), and uses email to communicate.

The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

Parish Council Facebook Page

The Facebook page is available to provide information and updates regarding activities and opportunities within the Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- be civil, tasteful and relevant;
- not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- not contain content knowingly copied from elsewhere unless from a recognised reliable source, for which we do not own the copyright;
- not contain any personal information;
- if it is official Council business, it will be moderated by either the Clerk to the Council or nominated Parish Councillor (~~Councillor Innes~~);
- not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask all users to follow these guidelines:

- be considerate and respectful of others - vulgarity, threats or abuse of language will not be tolerated;
- differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted;
- share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due;
- stay on topic;
- refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The site is not monitored 24 hours a day and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message or posting via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the Council's Clerk (cwbpc@outlook.com) and/or members of the council by sending an email or letter.

We retain the right to remove comments or content that includes:

- obscene or racist content;
- personal attacks, insults, or threatening language;
- potentially libellous or defamatory statements;
- plagiarised material; any material in violation of any laws, including copyright;
- private, personal information published without consent;
- information or links unrelated to the content of the forum;
- commercial promotions or spam;
- allegations of a breach of a Council's policy or the law;

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on social media not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked. The Council may post a statement that 'A post breaching the Council's Social Media Policy has been removed'. If the post alleges a breach of a Council's policy or the law, the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

The Parish Council cannot be responsible for any posts or comments relating to the Parish Council posted on local community pages or any form of social media not controlled by the Parish Council. The Council's response will be to either ignore it or to inform the sender of the correct contact channels (emailing the Clerk). The Parish Council will not get into a debate on community sites and if posts are factually incorrect then they may put a formal statement on the post stating this, then message the admin of the community page to inform them there is a factually incorrect post about the Parish Council on their page and request it be removed.

Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for providing the Clerk with the correct content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish Council email

The Clerk to the Parish Council has their own council email address – cwbpc@outlook.com. The email account is monitored mainly during office hours, Monday to Friday, and we aim to

reply to all questions sent as soon as we can. An 'out of office' message is used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. Any emails sent to the Clerk or Councillors in their official capacity will be subject to The Freedom of Information Act 2018. These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Internal communication and access to information within the Council.

The Council is continually looking at ways to improve its working and the use of social media and electronic communication is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Updated:
Approved by Council:
Review:

17th May 2024
5th June 2024
June 2027

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY JUNE 2024

Pre February 2022		
18/02946/FULM Manor Farm	Removal of conditions relating to 10% energy from renewable sources	Pending
21/01904/FUL Land Adj 29 Warning Tongue Lane, Cantley	Erection of two storey detached dwelling house with attached garage and associated external works (Amended)	Pending
21/02338/FULM Land at Manor Farm, Bawtry Road, Bessacarr	Outline application for mixed use development of housing, retirement village, employment, education and retail uses, ancillary amenities and public open spaces including associated landscaping and means of access on approx. 70.07ha of land (being variation of conditions 2 (RM Phasing Plan), 12 (offsite highway improvement works to the Bawtry Road/Stoops Lane/Church Lane junction) and removal of 21 (relating to 10% energy from decentralised and renewable or low carbon energy sources) of planning application 14/00124/WCC granted on 18/11/18)	Pending
February 2022		
21/03645/FULM Land South of Doncaster Road, Cantley	Residential development of 182 dwellings including associated access and infrastructure	Pending
October 2022		
22/01854/OUT Hillcrest, Doncaster Road, Branton	Outline application for the erection of 4 two storey dwellings, 1 detached double garage & the formation of a new private drive (approval being sought for access and layout all other matters reserved).	Pending
July/August 2023 (reported to September 2023 meeting)		
23/01229/FULM Yorkshire Wildlife Park	Creation of new animal house and enclosure at Yorkshire Wildlife Park (to be referred to as the 'Golf reserve') (re-submission of 21/02108/REMM)	Pending
October 2023		
23/01950/FUL 285 Bawtry Road, Bessacarr	Erection of detached dwelling and garage, creation of new vehicular access and associated landscaping Amended	Pending
January 2024		
23/02598/FUL Yorkshire Wildlife Park, Brockholes Lane, Branton	Erection and operation of an observation wheel at the Yorkshire Hive (retrospective) (without compliance to condition 1 of planning application 22/01960/FUL granted on 25/01/2023 - Temporary consent).	Pending
February 2024		
24/00313/FUL 8 Plantation Avenue, Bessacarr	Erection of additional storey at first floor level, single storey rear extension following demolition of existing conservatory and erection of detached garage and alterations to existing front boundary wall Amended Plans	Pending
March 2024		

21/03196/REMM Land At Manor Farm, Bawtry Road, Bessacarr	Details of Appearance, Landscaping, Layout, and Scale for the erection of 280 dwellings, access, associated infrastructure, parking and public open space (being matters reserved in outline application previously granted permission under ref: 14/00124/WCC on 16.11.2018) - amended application	Pending
24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	Granted
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	Granted
April 2024		
24/00645/COND Kilham Hall Playing Field, Kilham Lane, Branton	Consent, agreement or approval required by condition(s) 3 (EA FRA), 5 (Drainage details be agreed before start) and 6 (Sport England) of planning application 22/02736/3FUL	Pending
May 2024		
24/00781/FUL Canters Nutwell Lane Old Cantley	Installation of a new composite door on the front elevation and replacement of the existing dormer roofs with hipped roofs (retrospective)	Pending
24/00820/TCON 32 Warnington Drive, Bessacarr	Notice of intention to fell an Oak tree, situated within Bessacarr Conservation Area	Pending
24/00791/FUL Winter House, Main Street, Old Cantley	Erection of a single storey extension with sky lantern & rendered finish & external render to existing house following demolition of existing conservatory	Pending
24/00899/FUL 4 Silverdale Close, Branton	Erection of two storey extension to the side, and ground floor extension to the rear of dwelling	Pending
24/00894/FUL 31 Cammidge Way, Bessacarr	Erection of single storey pitched roof extension to the rear with internal alterations and a detached flat roof summer house	Pending
24/00599/FUL Victoria Court Industrial Estate, Quarry Lane, Branton	Demolition of existing building and erection of a building divided into three units intended for occupancy under Use Classes E, B2, or B8, and installation of a storage container for a temporary period of ten years	Pending

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warnington Drive, Bessacarr	Permission granted for balcony with no privacy screen. Neighbouring property feels overlooked	Processing through DMBC Formal Complaints Process
23/00041/REF Maydene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Submitted to Planning Inspectorate
24/00005/REF Land At Warning Tongue Lane, Cantley	Outline application for 8 residential dwellings (all matters reserved)	Submitted to Planning Inspectorate