



Cantley with Branton Parish Council

MODEL STANDING ORDERS 2018 (ENGLAND)

— UPDATED APRIL 2024

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED JUNE 2023

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

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

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

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

Drafting notes

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

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

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

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

in the debate on a motion except:

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

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

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

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

accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.

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

- **to the vote, and in the case of an equality of votes may exercise his**
- **casting vote whether or not he gave an original vote.**

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

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

s The minutes of a meeting shall include an accurate record of the following:

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

- **t A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

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

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

- v **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

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

5. ORDINARY COUNCIL MEETINGS

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

votes.

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

its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

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

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

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

7. PREVIOUS RESOLUTIONS

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

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of

votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

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

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

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

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i to correct an inaccuracy in the draft minutes of a meeting;

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

11. MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of

conduct adopted by the Council.

- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

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

15. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) another person(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

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

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 8 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. retain acceptance of office forms from councillors;
- vii. retain a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. manage the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in the minutes of the meeting;
- xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be available to each councillor before the end of the following month of May. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council’s specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council’s written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Council or, if he is not available, the vice-chairman (if there is one) of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c The chairman of the Council or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Council.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chairman of the Council or in his absence, the vice-chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk/RFO relates to the chairman or vice-chairman of the Council], this shall be communicated to another member of the Council, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).
- h The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing order 19(f) and (g) above shall be provided only to the Clerk/RFO and the Chairman of the Council.

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and**

respond to requests for information held by the Council.

- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

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

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council’s common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

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

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

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

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council’s standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least a Councillor to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.



Cantley with Branton Parish Council

These Financial Regulations were reviewed and adopted by the Council at its Meeting held on 1st May 2024.

1. GENERAL

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

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

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

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

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £500 and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the council or relevant Committee in accordance with its terms of reference.

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, two members other than the Chairman [or a signatory] shall be appointed to verify bank

reconciliations (for all accounts) produced by the RFO. The members shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit

Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

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

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £500;
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a Minute of a duly convened council meeting.

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

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts

may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed annually in December/January for the following financial year and such review will include written details of forecasts. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of **£500**. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget and in such cases explanations will be provided.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall present relevant invoices requiring authorisation, forming part of the Agenda for the Meeting. The council having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be included within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the

termination of a contract of employment) may be summarised to remove public access to any personal information.

- 5.3. All invoices for payment shall be examined and verified by the RFO and certified by two signatories to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council ;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].
- 5.6. For each financial year the Clerk shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council. .
- 5.7. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.

- 6.2. Following authorisation under Financial Regulation 5 above, the council, or, if so delegated, the Clerk shall arrange that a payment shall be made.
- 6.3. All payments shall be effected by direct internet banking transfer or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Orders for payment drawn on the bank account in accordance with the schedule as presented to council shall be signed by two members in accordance with a resolution instructing that payment. A member who is a bank certification signatory having a connection by virtue of family or business relationships with the beneficiary of a payment should not under normal circumstances, be a signatory to the payment in question.
- 6.5. Orders for payment shall not normally be presented for signature other than at a council meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.6. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that a resolution of the council has been made in advance any payments are reported to council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the council at least every two years.
- 6.7. All payments will be made by internet banking with two members of the council authorising each transaction.
- 6.8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.

- 6.12. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The Bank Mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.13. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.14. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier.
- 6.15. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk/RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

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

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

8. LOANS AND INVESTMENTS

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

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end or when £500 has been accrued.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

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

shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

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

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - v. for additional audit work of the external Auditor up to an estimated value of £250 and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. **Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 (“the Regulations”) which is valued at £30,000 or more the council shall comply with the relevant requirements of the regulations.**
- c. **The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24EU (which may change from time to time).**
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the

tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk at a meeting of the Council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order No. 18 and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £30,000 in value for the supply of goods or materials or for the execution of works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £300 the Clerk shall strive to obtain 3 estimates. Otherwise Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest tender or quote or estimate.
- j. Should it occur that the council or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a tender, estimate or quote who was present when the original decision making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

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

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

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

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a Report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall document all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

16. RISK MANAGEMENT

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

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

CANTLEY WITH BRANTON PARISH COUNCIL										
REGULAR PAYMENTS 2024/2025										
APPROXIMATE COSTS										
To Whom Paid	Frequency of Payment	Council General	Salaries	Training Courses	Sites & Buildings	Donations Payments	Community Projects	Section 137	VAT	Total
		£	£	£	£	£	£	£	£	£
Running Costs										
O2 - Mobile	Monthly	10.88							2.18	156.72
Techstream (Website Hosting)	Annually	165.00							33.00	198.00
Techstream (Domain Registration)	Annually	35.00							7.00	42.00
Kilham Hall MC (Heating Recharge)	Annually				480					480.00
Internal Auditor - C Wellings	Annually	110.00								110.00
BHIB - Insurance Premium	Annually				1,605.00					1605.00
PK Littlejohn (External Audit)	Annually	210.00						42.00		252.00
ICO - Annual Fee	Annually	35.00								35.00
GG Door Servicing (Annual Service)	Annually				200.00			40.00		240.00
North Anston Fire Extinguishers	Annually				31					31.00
Metro Secure 24 (Alarm Service)	Annually				155.00			31.00		186.00
RJ Electrical (PAT Testing, Electrical Testing, Emergency)	Annually				360			72.00		432.00
Salaries										
Clerk (Salary)	Monthly		1,077.05							12924.60
Handyman (Salary)	Monthly		820.95							9851.40
HMRC Monthly Fees	Monthly		295.00							3540.00
Grounds										
DMBC - Q4 Grounds (Bin Empty)	Quarterly				90			18		432
DMBC - Bins Kilham Hall	Quarterly				146.25			29.20		701.80
Glendale (Grass Cut)	Monthly April to October				47.25			8.59		837.60
Glendale (Feed & Weed)	Every 3 years - due 2026				652.00					652.00
Caretaker/Neighbour (Gates)	Annually				150.00					150.00
ROSPA Play Safety (Annual Inspection)	Annually				164.00			32.80		196.80
Subscriptions										
YLCA (Annual Subscription)	Annually	815.00								815.00
SLCC Membership	Annually	146.00								146.00
Publications										
Arrow Publications (Newsletter)	Quarterly	105.00						21.00		504.00
Today Publications (Newsletter)	Quarterly	125.00						25.00		600.00
Donations										
Auckley Show Donation	Annually					500.00				500.00
Royal British Legion Donation	Annually						100.00			100.00
Kilham Hall MC (Pantomime Donation)	Annually						1,000.00			1000.00
Thorne Rural Lions Donation	Annually							100.00		100.00
Christmas										
Npower - Glen Rd Xmas Illuminations	Annually						22.65	1.13		23.78
Armthorpe Elmfield Band (Carols Around the Tree)	Annually						200.00			200.00
Christmas Plus (Illuminating Old Cantley Trees)	Annually						1,050.00	200.00		1250.00
	TOTAL	1756.88	2193.00	0	4080.50	500.00	0	2372.65	662.90	38292.70

SECTION 137 EXPENDITURE LIMITS 2024-2025

- 1.1 The Department of Levelling Up, Housing and Communities (DLUHC) notified the National Association of Local Councils (NALC) that the appropriate sum for section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for local (parish and town) councils in England for 2024/25 is £10.81. The amount is a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B to the 1972 Act.
- 1.2 As of December 2023, there are 2976 electors in the Parish (information from City of Doncaster Council) and so the maximum amount of money that Cantley with Branton Parish Council can spend under S137 activities is £30,224.76.
- 1.3 Cantley with Branton Parish Council does not have General Power of Competence.



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

PARISH COUNCIL POLICY DOCUMENT LIST

Document	Date Last Reviewed	Review Due Date
Annual Leave	February 2022	February 2025
Appraisal	October 2021	Bi-Annually or when changes in legislation
Asset Register and Disposal	November 2023	October 2026
Biodiversity	November 2023	May 2024
Business Continuity	November 2021	November 2024
CCTV	August 2023	August 2026
Code of Conduct	September 2022	Annually
Community Engagement	February 2024	February 2026
Compassionate Leave	November 2023	October 2026
Complaints (LTN 9E)	March 2024	March 2026
Co-Option	September 2021	January 2025
Data/Information Audit	November 2023	Annually
Dignity at Work	September 2022	September 2024
Disciplinary	February 2024	February 2026
Dispensation	February 2024	Annually
Disposal Policy	May 2024	May 2026
Email and Internet Use Policy	December 2023	November 2026
Equality & Diversity	August 2023	August 2025
Expenses	February 2022	February 2025
Financial Regulations	April 2024	Annually
Fire Safety Policy	February 2024	February 2026
Fire Safety Arrangements		
Flexible Working	August 2023	August 2025
Flood Evacuation Plan	April 2023	April 2026
Freedom of Information (Publication Scheme)	August 2023	August 2025
GDPR – General Privacy Notice	August 2023	August 2025
GDPR – Privacy Notice for Staff, Councillors and Role Holders	August 2023	August 2025
Gifts and Hospitality	October 2023	September 2026
Grant Awarding	February 2024	August 2025
Grievance	February 2024	February 2026
Health and Safety	August 2023	August 2025
Hire of Kilham Hall Park/Meeting Rooms	March 2024	March 2025
Home Working	December 2023	November 2027
Induction	March 2022	March 2026
Internet Banking Policy	December 2023	November 2024
Litter Pick	April 2023	April 2026
Lone Worker	February 2024	February 2026

Media	February 2024	February 2026
Meeting Attendance	February 2024	February 2026
Menopause	August 2023	July 2026
Members Allowance	October 2023	September 2026
Member/Officer Relations	June 2022	June 2024
Mobile Phone	October 2023	September 2026
Pay	March 2024	March 2025
Pension	September 2021	September 2026
Recording of Meetings	August 2023	August 2025
Records Management	August 2023	August 2025
Recruitment and Selection	February 2022	February 2025
Reserves	November 2023	October 2024
Risk Management	March 2024	March 2026
Scheme Of Delegation	March 2024	February 2026
Security Incident	August 2023	Annually
Sickness Absence	February 2022	February 2025
Site Booking Form		
Social Media	October 2022	October 2026 or earlier should legislation/practice require
Standing Orders	April 2024	Annually
Terms of Use	March 2024	March 2026
Training & Development	March 2024	March 2025
Tree Management Policy & Tree Inspection Report	January 2024	December 2028
Volunteer	August 2023	July 2026
Website Accessibility Statement	August 2020	
Website Management Policy	December 2023	November 2026
Whistleblowing	October 2022	October 2024

Updated: May 2024



Cantley with Branton Parish Council

www.cantleywithbrantonparish.co.uk

Calendar Of Full Council Meetings for 2024/25 Commencing at 6 pm

DATE	MEETING
5 th June 2024	Monthly Meeting
3 rd July 2024	Monthly Meeting
AUGUST	No Meeting – Summer Recess
4 th September 2024	Monthly Meeting
2 nd October 2024	Monthly Meeting
6 th November 2024	Monthly Meeting
4 th December 2024	Monthly Meeting
8 th January 2025	Monthly Meeting
5 th February 2025	Monthly Meeting
5 th March 2025	Monthly Meeting
1 st April 2025	Monthly Meeting
7 th May 2025	Following immediately after the Annual Parish Meeting (6pm) is the Annual Parish Council Meeting

7 th May 2025	Annual Parish Meeting (A meeting of the local government electors for the area). The parish meeting must assemble annually between 1 March and 1 June (inclusive).
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**MEETINGS ARE HELD AT THE KILHAM HALL MEETING ROOMS, KILHAM HALL,
KILHAM LANE, BRANTON, DONCASTER, DN3 3PF**

Clerk: Bev Walton, ☎ 07761525584 or ✉ cwbpc@outlook.com

Minutes Subject to Approval at the Next Meeting

CANTLEY WITH BRANTON PARISH COUNCIL

Minutes of the Monthly Meeting of the Parish Council held on Wednesday 3rd April 2024 at Kilham Hall commencing at 6pm.

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

IN ATTENDANCE: B Walton (Clerk) and two members of the public

1) APOLOGIES

- 1.1 Apologies received
Councillor Thorpe.
- 1.2 Reasons for absence considered

RESOLVED (1)

Apologies for absence were received and approved.

2) DECLARATIONS OF INTEREST

- 2.1 Declarations of Interest
None.
- 2.2 Request Dispensation from Proper Officer
None
- 2.3 Items to which the public and press are excluded
Items 16.1 and 16.6 on the Agenda are to be excluded under the Public (admissions to meeting) Act 1960.

RESOLVED (2)

3) APPROVAL OF MINUTES

- 3.1 Minutes of 20th February 2024

RESOLVED (3)

a) The minutes of the previous Parish Council Meeting held on the 20th March 2024 be agreed and signed by the Chairman.

4) PARISH COUNCIL MATTERS

- 4.1 Consider Applications of Interest for Councillor Vacancy
3 candidates expressed an interest in the vacancy and 2 were in attendance at the meeting. The Chair asked the candidates if they had anything they wished to add to their applications and explained the process.
- 4.2 Co-Opt a Candidate
Members voted on the 3 candidates and after 3 rounds of voting came to an absolute majority vote in favour of Candidate 3.
- 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 Jim Sprack to the Parish Council.
- 4.4 2024/2025 Risk Management Schedule
The Clerk presented the above document to members and highlighted a few amendments to the document in red text and a deletion in blue text.
- 4.5 Asset Register as at 31st March 2024
The Clerk presented the updated Asset Register and informed members that the figures are now in line with the Parish Council's Insurance document. She also informed members of the new pages added to the Asset Register relating to Land/Leases/Deeds Register and a Disposal Register.
- 4.6 Review of Internal Controls
The Chairman informed members that he had carried out the review of internal controls exercise which was the first time the Parish Council had carried out this exercise.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

4.7 Annual YLCA Membership

The Clerk informed members of the annual YLCA Membership cost for April 2024 to March 2025 at a cost of £851, an increase of £45 from last year.

4.8 Photographs for Inclusion in the YLCA Annual Report

The Clerk asked members if they would like to share any photographs of the Parish Council's work with the YLCA for inclusion in their annual report. Members would like to share a photograph of the litter pickers if they had no objection to it.

4.9 Councillor Vacancy

The Clerk presented members with an advert for the Councillor Vacancy following the resignation of Councillor Innes. Members were asked to consider this and the deadline for expressions of interest ready for advertising on Monday 8th April 2024.

4.10 Member to Kilham Hall Management Committee

Following the resignation of Councillor Innes, a member needs nominating to attend Kilham Hall Management Committee Meetings. The next meeting will be on Monday 13th May 2024.

4.11 Appoint a Councillor to Parish Council Auditor

Following the resignation of Councillor Innes, a new Parish Council Auditor needs to be appointed to ensure bank statements and bank reconciliations are signed ready for the year end reporting.

RESOLVED (4)

- a) Members unanimously voted for James Sprack to join the Parish Council.
- b) The Chair thanked the other candidates for expressing an interest in the vacancy and informed them that a second vacancy had become available and that they would welcome an expression of interest from them for that vacancy once it can be lawfully advertised.
- c) The Clerk is to inform the resident who wasn't in attendance of the above.
- d) James Sprack signed his declaration of acceptance of office in the presence of the Clerk and joined the meeting.
- e) Members noted and approved the Risk Management Schedule for 2024/2025.
- f) Members noted approved the Asset Register as at 31st March 2024.
- g) Members noted the internal control exercise carried out by the Chairman.
- h) Members approved the YLCA membership for 2024/2025 at a cost of £851.
- i) The Clerk is to ask the lead litter picker if they would have any objections to the Parish Council sharing their photograph with the YLCA for inclusion in their Annual Report.
- j) Members approved the content of the Councillor Vacancy advert and agreed a closing date for expressions of interest for the 24th April 2024.
- k) Members deferred appointing a Member to Kilham Hall Management Committee until the May meeting.
- l) Members unanimously voted for Councillor Rushby as the Parish Council's Internal Auditor

6.25pm 1 Member of the public left the meeting.

5) **MEMBERS OF THE PUBLIC**

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

No members of the public were present at this time.

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

RESOLVED (5)

6) **DONCASTER METROPOLITAN BOROUGH COUNCIL**

6.1 Ward Councillor's Report

6.1.1 The Clerk informed members that Ward Councillor Jones had offered a storage container for placement at Warren Park for residents to use a meeting place/hub. The container is 20ft x 8 ft, varying colours and conditions. Members considered the cost relating to this donation, the permission required and also whether this asset would be of use to residents.

6.2 Update on the MUGA

Awaiting official update from CDC regarding the percolation test and potentially going out to Tender. However it is looking like May 2024 before tenders are sent out.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

- 6.3 Update on CCTV
Awaiting update from CDC regarding this.

6.50pm The Chairman left the room and returned at 6.55pm.

- 6.4 Identify any new Highway matters
No items were raised.

RESOLVED (6)

- a) Members did not feel that the storage container was suitable for residents at Warren Park as a meeting place/hub and the Parish Council have no additional funds in the budget to set this up.
- b) The Clerk will continue to chase CDC for updates on the MUGA.
- c) The Clerk will continue to chase CDC for updates on the CCTV.
- d) The Clerk will report the new highway matters identified to CDC.

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. 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.

RESOLVED (7)

- a) Members noted the Clerk’s Report and action list.
- b) The Clerk will publish a Facebook post thanking Councillor Innes for his contribution to the Parish Council and wishing him good health for the future and also welcome Councillor Sprack to the Parish Council on a post.

8 KILHAM HALL/PARK/BUILDINGS/GARDEN AREA MATTERS

- 8.1 Repairs to Kilham Hall

Kilham Hall Management Committee wanted clarification on the repairs to Kilham Hall prior to the approval of the Deed of Variation. They felt it was the Parish Council’s responsibility to carry out the repairs now they’d agreed to it and wanted the repairs to the roof and shutters carrying out. Members discussed this issue and the budget implications along with landlord/tenant issues.

- 8.2 Kilham Hall Management Committee’s Report

Councillor Gibbins provided the Parish Council with the following queries – are the Parish Council contributing to the Pantomime this year and if so how much as it needs booking, and concerns regarding the energy costs despite having solar panels now installed.

RESOLVED (8)

- a) The Clerk is to contact Dickinson Wood and chase the Deed of Variation and also ask about rental charges.
- b) The Clerk is to inform Kilham Hall Management Committee that the Parish Council will carry out repairs found following approval of the Deed of Variation however will not be responsible for carrying out repairs found prior to this resolution.
- c) Members confirmed they were happy to contribute towards the pantomime and asked Councillor Gibbins if he could find out the cost of the pantomime prior to May’s meeting so they could consider and approve a contribution amount.
- d) The Clerk updated Members regarding the energy/solar panels issue currently and confirmed she is in contact with the Treasurer of Kilham Hall Management Committee keeping him updated.
- e) Members confirmed a discussion will need to take place in the future regarding funds received from the solar panels.
- f) Noted Kilham Hall Management Committee’s update.

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

9) PARISH MATTERS

9.1 Christmas Illuminations – Old Cantley

The Clerk informed Members that the Contract for installation, storage and removal of the illuminations at Old Cantley roundabout expires in June 2024. The Clerk has requested quotes from 5 companies and received the following:

9.1.1 Consider quote received by Christmas Plus in the sum of £1075 plus VAT.

9.1.2 Consider quote received by Blachard in the sum of £2947 plus VAT.

9.2 Christmas Illuminations – 3 Parish Trees

The Clerk has requested quotes from 3 companies for the installation and removal of the lights for the 3 Parish trees. 1 quote was received back from R J Electrical in the sum of £402 inclusive of VAT.

9.3 Repair of Christmas Illuminations

The Clerk informed members that 3 sets of Christmas illuminations for Old Cantley trees are in need of repair at a cost of £97.50.

9.4 Subsidised Swimming

The Clerk reminded Members of the member of public's request last month for subsidised swimming at Rossington. The Clerk informed members that the public pay £1 per session and the Parish Council pay the balance (anything between £2.75 and £6 per person).

9.5 Defibrillator – Old Cantley

The Clerk informed Members that the defibrillator is on order and will be installed during April 2024.

9.6 Seed Bombs

The Clerk reminded Members that they budgeted to purchase seed bombs for residents during 2024/2025. Discussion took place on how to do this.

RESOLVED (9)

a) Members approved Christmas Plus' quote for installation, removal and storage of the Old Cantley lights at the cost of £1075 plus VAT.

b) Members approved R J Electrical's quote for installation and removal of the 3 Parish Council Christmas Tree lights at a cost of £402.

c) Members approved the repairs to the 3 sets of lights at a cost of £97.50.

d) Members declined the request for subsidised swimming as there is no budget for this facility and it is not within our Parish.

e) The Clerk will add an article about Seed Bombs into the next Newsletter, on Facebook and on the Website asking residents to express their interest in readiness for the Clerk to order early 2025.

10) FINANCIAL

10.1 Direct Bank Payments

That the following payments are duly authorised.

23/186	Clerk (Salary)	1396.62	LGA 1972 S. 112
23/187	Handyman (Salary)	834.79	LGA 1972 S. 112
23/188	HMRC	613.20	LGA 1972 S. 112
23/189	CDC (Non Domestic Rates KH Field)	0.00	
23/190	London Hearts Defib Match Funding	750.00	Public Health Act 1936, S234
23/191	C. Jones-McEwan - KH Gates	150.00	Open Spaces Act 1906
23/192	Clerk (Asda - 104 Card & Gift)	11.00	LGA 1972, S.139
23/193	YLCA (Cllr Training)	33.40	LGA 1972 S. 111
23/194	R.J. Electrical (Defib Install)	288.00	Public Health Act 1936, S234
23/195	Clerk (ink cartridges)	207.96	LGA 1972 S. 19
23/196	CDC (Qtr 4 grounds)	33.74	Open Spaces Act 1906
DD03/01	Unity Bank - Service Charge	9.30	LGA 1972 S. 111
24/01	Clerk Wages	Tbc	LGA 1972 S. 112
24/02	Handyman Wages	Tbc	LGA 1972 S. 112

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

24/03	HMRC	tbc	LGA 1972 S. 112
DD02/24	O2	12	LGA 1972, S. 19
24/04	Handyman Expenses	63.50	Open Spaces Act 1906
24/05	Clerk – Replacement Letterbox keys	15.00	LGA 1972, S.111
24/06	CDC – Qtr 4 Grounds Maintenance	33.74	Open Spaces Act 1906
24/01	Clerk – Mileage	33.71	LGA 1972 S. 112
24/07	YLCA – Annual Subscription	851	

The Clerk informed members of a refund of £248.40 for the specialist paint for the playing field.

10.2 Bank Reconciliation and Level of Reserves

The Clerk presented Members with quarter 4 bank reconciliation and confirmed the banks closing balance as at 31st March 2023 was £23,966.60 in the current account and £57,924.85 in the reserves account. £44,500 of the reserves is earmarked for the MUGA. The Clerk stated she didn't feel any bank charges would be added to the account.

10.3 Quarter 4 VAT Return

Members noted the Quarter 4 VAT return in the sum of £637.48.

10.4 Quarter 4 Budget Monitoring Report

The Clerk confirmed that despite a few headings going over budget, virements had been made between those expenditure categories that underspent to ensure the whole budget balanced. Overall 81% of the budget for 2023/24 had been spent. The saving came from the work to the MUGA not starting yet and a reduction in the cost of the solar panels. Both of these items were being taken out of reserves.

10.5 Bank Statements

The Clerk presented Members with the bank statements for both the old bank account and the new bank accounts.

10.6 Potential Grants

The Clerk informed Members of two potential grants available to help with the shortfall of the MUGA costs – SUEZ and FCC Community action Fund.

RESOLVED (10)

- The payments were duly authorised.
- The bank reconciliation and bank balance as at 31st March 2024 was noted.
- The Quarter 4 VAT return was noted.
- The Quarter 4 budget monitoring report was noted.
- The Bank statements were noted and the Council's Internal Auditors signed them.
- The Clerk is to research the potential grants and complete an application form.

11) **PLANNING APPLICATIONS**

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

23/00041/REF (Planning Application Ref 22/02491/OUT) May Dene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	No comments or concerns
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	Concerns re: lack of schools, doctors, bus services in the area
24/00386/FUL Tresillian, Whiphill Top Lane, Branton	Conversion of french door and window opening to a single large opening for bi-fold doors to the rear of the property	This application has been Withdrawn

The Clerk also informed the Parish Council of two applications received by CDC following the Agenda being circulated, for consideration relating to:

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

Minutes Subject to Approval at the Next Meeting

Minutes Subject to Approval at the Next Meeting

24/00292/FUL 1 Apple Tree Way, Bessacarr	Erection of single storey front porch extension to adjoin existing front porch	No comments or concerns
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	No comments or concerns

Councillor Sprack declared an interest in Application 24/00476/FUL

RESOLVED (11)

- a) Feedback is given to the Planning Department at CDC on the planning applications received.

12) POLICE ISSUES

12.1 Police Issues

3 residents attended the drop in sessions. The PCSO's passed their queries onto the Clerk (1 regarding footpath closure and 1 regarding occupancy of a caravan). The Clerk responded to the residents regarding these issues and the residents were happy. The next Police Drop In will be held at Kilham Hall Meeting Rooms on Thursday 25th April 2024 at 6.15pm-7.15pm.

RESOLVED (12)

- a) Members noted the police update.
- b) The Clerk advertises the future Police Drop In sessions on social media and the website.

13) TRAINING/EXTERNAL MEETINGS

13.1 ROSPA Operational Playground Inspection Training

The Handyman expressed an interest in this training last year and it was therefore budgeted for. Members were asked to consider attendance on the course which is to be held in York on 4th and 5th December 2024 and paying the Handyman's time and mileage.

13.2 CILCA

Members had previously postponed the Clerk's attendance on the CILCA qualification however it is written in the Clerk's Contract to obtain CILCA. Intake for 2024 is March and October and therefore the Clerk felt October would be a better option. The cost of the course is approximately £775 however the Clerk has recently taken up another Parish Council Clerk/RFO role and therefore costs may be able to be split between the two Parishes.

13.3 Biodiversity Webinar

Councillor Gibbins updated Members on the Biodiversity Webinar that he attended. Main focus was on applying for grants, wild flower planting, seed bombs and planning – Net Gain.

RESOLVED (13)

- a) Members approved the Handyman's attendance, hours and mileage for the ROSPA Operational Inspection Training.
- b) The Clerk will book a place for the Handyman on the ROSPA Operational Training Course on 4th and 5th December 2024.
- c) Members approved the Clerk's attendance and additional hours required for the CILCA qualification.
- d) The Clerk is to write to Finningley Parish Council to request sharing the cost of the CILCA qualification.
- e) The Clerk is to book the CILCA qualification for October 2024.
- f) Members noted that they may need to provide additional support to the Clerk whilst she is studying CILCA due to the number of hours required to study and it potentially clashing with the MUGA project.
- g) Members noted Councillor Gibbins update from the Biodiversity Webinar.

154 ITEMS OF CORRESPONDENCE

14.1 Correspondence denoted on the agenda

Correspondence was duly considered including the latest YLCA White Rose Update, YLCA Training Courses, Law and Governance Bulletin, Community First Funding Update, CDC Roadworks updates, Funding Opportunities, SLCC Bulletin, Civility and Respect Bulletin, NALC CEO Bulletin and training.

RESOLVED (14)

- a) That the items of correspondence denoted on the agenda be received and duly noted.

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

Minutes Subject to Approval at the Next Meeting

15) DATE OF NEXT MEETING

RESOLVED (16)

That the next meeting be held on Wednesday 1st May 2024 commencing after the Annual Parish Meeting which starts at 6pm.

16) EMPLOYMENT MATTERS – EXCLUDED FROM THE PRESS AND PUBLIC

16.1 Clerk’s March Timesheet

The Clerk’s timesheet for March was shared for information. Members noted that the Clerk had worked 5.5 hours over her contracted hours this month.

16.2 Handyman’s March Timesheet

Handyman’s timesheet for March was shared for information.

16.3 Clerk’s Appraisal

The Chairman informed Members he’d carried out the Clerk’s Appraisal yesterday.

16.4 Clerk’s Incremental Raise

The Chairman informed Members of the potential of an incremental rise on the NALC Local Government Services Pay Agreement 2023. The Clerk reminded Members that no increment was placed last year due to an administration error.

16.5 Handyman/Gardener’s Appraisal

The Clerk informed Members she’d carried out the Handyman/Gardener’s Appraisal last week.

16.6 Handyman/Gardener’s Incremental Raise

The Clerk informed Members of the potential of an incremental rise on the NALC Local Government Services Pay Agreement 2023.

RESOLVED (16)

- a) The Clerk and Handyman’s timesheets were received and the contents noted.
- b) The Clerk is paid for the additional 57 hours 30 minutes worked throughout March.
- c) The Clerk’s Contractual Hours to remain at 15 hours per week.
- e) The Handyman’s Contractual Hours to remain 15 hours per week.
- f) The Clerk’s salary is moved up by 1 increment to £16.67 per hour as of 1st April 2024
- g) The Handyman’s salary is moved up by 1 increment to £12.63 per hour as of 1st April 2024.
- h) The Clerk informs Warrens GBC of the above information for the payroll run in April.
- i) Members wished to express their gratitude to both the Clerk and Handyman for their continued support and hard work.

The meeting closed at 8.15pm.

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

Applicant 1

Please find attached the cooption form for my application to join the Parish Council.

I have lived in the Village with my family since 1997, having resided in the Doncaster area since 1991.

I have just concluded a 30 year career as a Police Officer within South Yorkshire Police. I served in all four areas in the county ending up as a Chief Superintendent for my last 12 years of service. I have wide experience of dealing with Local Administration from local Officers up to Chief Executives. I have had a great deal of recruitment and policy experience along with leadership and decision making at a local and corporate level. I am familiar with budget management and running large teams focused on delivery of public service. Having left policing in 2023, I have had 12 months free of commitments and am now ready to continue my public service and help with the running of my local community with this application.

If you need anything else please let me know

Apologies that I didn't attend last month's meeting where I expressed an interest in co-option, I had to go to Liverpool unexpectedly as my daughter broke her leg in 3 places.

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

1) CDC

a) Planning Application for MUGA - Percolation test was carried out 6th and 7th February 2024. CDC have wrote to Planning to request precondition removed, currently drafting Tender documentation.

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 – Refund received for paint. Handyman will need to close park to paint it so waiting til after Easter Holidays.

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

a) Solar Panels – Clerk has put an application in to sell back energy. Reply from EoN saying we're now on the network. Kept KHMC Treasurer up to date and reminded him that the smart meter wasn't installed when scheduled and hasn't been rearranged. Cllr Gibbins is working on this so may be able to update further.

b) Lease – Instructed Solicitor to amend the Lease. Chased on numerous occasions, told on 23/04/24 that we should hear back from them later this week - waiting reply.

c) Internet – having more issues connecting to internet at KH which is taking time to resolve.

4) Parish/Community

a) Annual Parish Meeting – Drafted Agenda and Chairmans Report and published

b) Defibrillator's – Checked regularly and the Circuit Website updated. GBM Accounting in Old Cantley are to host a defibrillator and it was installed on the 26th April.

c) Poster for Volunteering to help the Community – Poster displayed on Website, FB and notice boards

d) Parish Council Vacancy – Closing date for co-option is 12noon on Wednesday 24/04/24 and added to MayAgenda for Co-option. 1 candidate expressed an interest.

e) Informed the gate that the PC & Auckley PC paid for at the River Torne has been removed – Collected gate and stored in Handyman's store.

5) Parish Council Procedures/Finance

a) Website –Updated regularly

b) Facebook – Updated regularly

c) Policies - Reviewed SO's and Financial Regulations, Drafted a Disposals Policy

d) AGAR – AGAR Forms drafted, met Internal Auditor and handed over files and forms for her completion. Awaiting return from IA and placed on June Agenda.

e) Precept for 2024/2025 – First instalment of precept received into Unity.

f) Bank Account –Will need to remove Cllr Chorlton and Councillor Innes from new banking but will wait til we co-opt a new member and add the New Members at same time.

g) Honours List – Nominated Councillor Worthington for the Birthday Honours List and emailed the three supporting letters

h) King's Portrait – Received and informed KHMC of the same, awaiting Caretaker and Handyman to install It in KH

6) Police

a) Drop In Session – List of Dates published – April session took place at KH, 0 residents attended.

7) Training/Networking

a) Clerk attended Clerk's Forum on 24/04/24.

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	Done
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 Cllr Rushby	03/04/2024	N	Done
03/04/2024	6.1.1	Inform CDC (Clare Simpson on behalf of Ward Cllr Jones) that container not appropriate or required for Manor Farm	Clerk	05/04/2024	N	
03/04/2024	6.1	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	Y	Left a voicemail for persimmon to call me back
03/04/2024	6.2	Continue to chase CDC on MUGA	Clerk	Done	N	Awaiting Planning to remove condition and tender documents to be drawn up and sent out
03/04/2024	6.3	Continue to chase CDC on CCTV	Clerk	Done	N	Awaiting update from DF at CDC re: location and when will be installed
03/04/2024	7.2	Place a FB post thanking Cllr Innes for his work and welcoming Cllr Sprack	Clerk	05/04/2024	N	Done - scheduled for 07/04/24

03/04/2024	8.1	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	Emailed Chair of KHMC
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	Done
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	Cllr Gibbons	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 christmas 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	05/04/2024	N	Drafted Newsletter for May PC Meeting and put a post on FB
03/04/2024	10.1	Pay invoices/payroll as authorised	Clerk	17/04/2024	N	Done
03/04/2024	10.2-10.4	Place Bank reconciliation, VAT return and budget monitoring reports in AGAR folder	Clerk	12/04/2024	N	Done
03/04/2024	10.5	Council's Internal Auditors to sign bank statements	Cllr Williams	04/04/2024	N	Done
03/04/2024	10.6	Look at SUEZ and FCC Community Action Fund Grants and apply for the same	Cllr Rushby	03/04/2024	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	19/04/2024	N	Done
03/04/2024	12.1	Advertise next police drop in	Clerk	04/04/2024	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	03/04/2024	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	15/04/2024	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



Cantley with Branton Parish Council

POLICY FOR THE DISPOSAL OF COUNCIL DOCUMENTS AND EQUIPMENT (including IT)

Objective

This policy aims to ensure data protection and security is achieved through secure disposal of Council documents and equipment.

Paper Documents

Where possible, the Council will use locked waste bins for records containing personal data, and either in-house or third party cross shredding or incineration will be in place.

Where contracts are in place with third parties to dispose of personal data, they will provide the council with appropriate assurance that they have securely disposed of the data, for example through audit checks and destruction certificates.

The Clerk will keep a log of all equipment and confidential waste sent for disposal or destruction.

Goods and Equipment

All goods and equipment remain the property of Cantley with Branton Parish Council until the Council gives permission for their disposal.

Goods and equipment that have residual value must not be disposed of without the express permission of the the Council who will decide on the method of disposal.

Where the Council decides that goods or equipment are to be sold, the details of the payments, including the person(s) or organisation(s) receiving the goods or equipment, shall be recorded.

Any goods of value exceeding £500 which require disposal shall have their disposal approved by the full Council.

Upon disposal, any goods/assets of the Council will be removed from the Asset Register and placed on the Disposal Register.

IT Equipment

Any company or persons that are asked to destroy IT equipment should provide a certificate or statement that states disposal of IT Equipment has been completed and conforms to the requirement of the Council's Data Protection Policy and the UK General Data Protection Regulation 2018 and the [guidance from the Information Commissioners Office \(ICO\)](#).

No council owned IT equipment (including portable devices) may be disposed of outside the processes set out in this policy.

Equipment that needs to be disposed of should be stored safely until disposal takes place.

Before the disposal of computer equipment, all personal and sensitive data must be **securely** destroyed. This must be using a method appropriate to the risk associated with the sensitivity of data, and the equipment it's stored on. Complete wiping, degaussing or secure destruction of hardware (shredding) must

take place.

Software licensed to the Council must be removed before the equipment leaves its possession.

Where it's physically and practicably possible or appropriate, the Council will witness the secure destruction of the equipment being disposed of.

Exceptions to the guiding principles in this policy must be documented and formally approved by the council.

Policy exceptions must describe:

- the nature of the exception
- a reasonable explanation for why the policy exception is required
- any risks created by the policy exception
- evidence of approval by all appropriate parties

(Source ICO and YLCA – Feb 2024)

Dated: 22nd April 2024
Approved: 1st May 2024
Review: April 2026

CANTLEY WITH BRANTON PARISH COUNCIL
PLANNING MATTERS SUMMARY May 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
23/01322/FUL Yorkshire Wildlife Park	Erection of two animal houses & enclosures	Granted
September 2023		
23/01760/FUL 19 Birchwood Court Bessacarr	Erection of a 1st floor extension above a portion of the dwelling house and an additional storey above the garage with internal and external alterations to the dwelling house.	Granted
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	Pending
March 2024		
23/00041/REF (Planning Application Ref 22/02491/OUT) May Dene, New Road, Branton	Outline application for the erection of one detached dwelling (approval being sought for access, layout & scale)	Pending
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	Pending
24/00476/FUL 8 Hillcrest Drive, Branton	Erection of extension to rear and conversion of garage	Pending
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

APPEALS
FORMAL COMPLAINTS

16/02024/FUL and 19/02022/FUL 19 Warrington 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

Payroll Update – 9th April 2024

Warrens GBC have filed our final EPS for the 2023/24 tax year and received confirmation of receipt from HMRC. P60s for BW & SM attached for information and distribution by 31st May 2024. Sent P60's on 9th April 2024.

The new tax year is upon us and there are several changes that have come into force which may affect your payroll.

Personal Allowance

The personal allowance of £12,570 will remain at its current level until April 2028.

Workplace pension.

Minimum contributions will remain at 3% employer and 5% employee for the 2024/25 tax year. The lower limit of the qualifying earnings band remains at £6,240 and the earnings trigger remains at £10,000.

Working Time Regulations 1998 (WTR).

From 1 January 2024, the **WTR** now expressly state that workers are entitled to carry forward up to four weeks' annual leave if you either: **(1)** haven't given them a reasonable opportunity to take that annual leave, or have failed to encourage them to do so; **(2)** haven't informed them that any annual leave not taken by the end of the holiday year, which can't be carried forward, will be lost; or **(3)** haven't recognised their right to annual leave or to payment for that leave, e.g. you've wrongly classed them as a self-employed contractor. In any of these situations, the leave can be carried forward up to the end of the first full holiday year in which the situation no longer applies.

Holiday calculation- Leave years starting on or after 1 April 2024

Employers will need to use a specific accrual system to calculate leave for irregular hours or part-year workers. This is regardless of when they started their job.

The amount of leave will depend on:

- how often they get paid (their 'pay period')
- how many hours they worked in a pay period.

Their entitlement will be 12.07% of the hours they worked in a pay period, rounded up or down to the nearest hour. For example, if they worked 35 hours and are paid weekly, they'll have earned 4 hours leave ($35 \times 12.07 \div 100 = 4.2245$). If your leave year begins before 1 April 2024, you do not need to use this system until your leave year renews.

Flexible working

From 6 April, all employees will be able to make a statutory request to make a permanent change to their contract from their first day of employment. Working flexibly enables opportunities to work that suits employer and employee needs. It goes beyond simply working from home. Options are wide-ranging, from job sharing and compressed hours, to flexitime and annualised hours.

National Insurance thresholds.

- The Class 1 Lower Earnings Limit remains £123 per week.
- The Primary Limit remains £242 per week or £12570 per year.
- The Secondary Limit remains £175 per week or £9100 per year.
- The Employment Allowance has remained at £5000 for qualifying employers.

The Primary Class 1 main rate was cut from 12% to 10% on 6th January 2024. From 6th April 2024, this will again reduce to 10% to 8%.

Compulsory Class 2 NI contributions (the fixed rate paid by the self-employed) have been abolished altogether. Those with profits between £6,725 and £12,570 will continue to get access to contributory benefits including the state pension through a NI credit without paying NI contributions as they do currently. It will still be able to be possible to pay Class 2 voluntarily, i.e. for those with profits below the small profits threshold who wish to accumulate contributory benefits. Additionally, from 6th April 2024, the main rate of Class 4 NI will be cut from 9% to 6%.

Statutory payment rates

- The first six weeks of Statutory Maternity Pay (SMP) and Statutory Adoption Pay (SAP) remain the same, at 90% of the employee’s average weekly earnings (AWE). The statutory weekly rate for all weeks after this will be the lower of 90% of AWE or £184.03.
- Statutory Paternity Pay (SPP), Statutory Shared Parental Pay (ShPP) and Statutory Parental Bereavement Pay (SPBP) will all share the same weekly rate of £184.03 or 90% of AWE, whichever is lower.
- The weekly rate for Statutory Sick Pay (SSP) will be £116.75.

National Living Wage (NLW) increase.

The NLW will increase by 9.8% to £11.44 per hour and it will also then cover workers aged 21 and 22. The various NMW rates will see increases ranging from 14.8% to a massive 21.2%: -

Year	21 and over	21 to 22	18 to 20	16 to 17	Apprentice
April 2024 (current year)	£11.44		£8.60	£6.40	£6.40
April 2023 to March 2024	£10.42	£10.18	£7.49	£5.28	£5.28

If you have any questions regarding the changes, or require any assistance with your payroll, please do not hesitate to contact Warrens GBC