



Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

All Council Meetings are open to the Public and Press

9th June 2020

TO: All Members of Chard Town Council

Dear Councillor,

You are summoned to a virtual Full Chard Town Council Extraordinary meeting via Zoom meeting software of Chard Town Council, on **Monday 15th June 2020 at 7pm.**

The meeting will consider the items set out below.

PUBLIC PARTICIPATION.

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, regarding the Town Council. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Covid19 Pandemic – Whilst these are difficult times, the Town Council still value the public's contribution to our virtual consultative meetings. Any members of the public wishing to address the virtual consultative meeting during Public Question Time need to email the Town Clerk townclerk@chard.gov.uk by 4.30pm on Friday 12th June 2020. An email link will then be sent to you to on the 15th June 2020. When you have registered the Chairman will invite you to speak during the public session.

You can view the meeting via Youtube by pasting the link into your browser:

https://youtu.be/n3UeB_mMUdk

Virtual meeting etiquette:

- ***Consider joining the meeting early to ensure your technology is working correctly.***
- ***Please note that we will mute all public attendees to minimise background noise. If you have registered to speak during the public session, the Chairman will unmute your microphone at the appropriate time.***
- ***Each individual speaker shall be restricted to a total of three minutes.***
- ***When speaking, keep your points clear and concise.***



Andrew Gunn, Town Clerk

7.00pm Chaplain's 'Thought for the Day'

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council. Please note the advice above if you wish to speak during public participation time.

Reports from County and District Councillors

District and County Councillors may give short reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

Police Report

The police may attend, when available, to provide information on policing in Chard.

AGENDA

2020/116.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

2020/117.

Mayor's Announcements.

2020/118.

Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

2020/119.

To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

2020/120

Council Meeting – minutes – To confirm and sign the minutes of the Full Town Council meeting held on the 18th May 2020([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

2020/121

Town Clerk's Report – to receive and note the verbal update from the Clerk.

2020/122

Town Clerk – Delegated Decisions –

- A)** to receive and note decisions made under delegated authority since the last Extraordinary Full Town Council meeting held on the 18th May 2020
- B)** to agree to formally remove the adopted Scheme of Delegation – All other Business (Agenda # 2020/098(b)) ([report attached](#)).

2020/123

Finance - Town Council Year to Date Budget - to review the income and expenditure / balance sheet for the year to date ([report attached](#)) ([Account & Audit Regulations 2011](#)).

2020/124.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments ([report attached](#)).

2020/125

Finance – Budget Virements – to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000 ([report attached](#)).

2020/126.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) ([report attached](#)) – cheque signatories to be agreed.

2020/127

Community Liaison Officer – May/June Report ([to receive and note attached report](#))

2020/128

Policy and Governance – to review and approve the following:

- A) Standing Orders
- B) Financial Regulations
- C) Scheme of Delegation
- D) Full Council Terms of Reference
- E) Planning and Highway Committee Terms of Reference
- F) Personnel Committee Terms of Reference
- G) Property Committee Terms of Reference
- H) Services Committee Terms of Reference

2020/129

Policy and Governance –

- A) To appoint a new Chair for the Planning and Highways Committee
- B) To appoint members of the Planning and Highways Committee.

C) To appoint members of the Personnel Committee.

2020/130

Town Clerk – Guildhall/Town Council reception ([to receive and note report](#)).

Agenda #2020/120



Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor Cllr. Jason Baker Town Clerk Andrew Gunn

COUNCIL MINUTES

**Minutes of a meeting of the Full Town Council
held on Monday 18th May 2020 in the Auditorium, Chard**

Present: Cllr Baker (Chairman), Cllr Bulmer, Cllr Williams, Cllr Ms. Wootton, Cllr Ms. Whittaker-Mather, Cllr Kenton, Cllr Mrs Kenton, Cllr Mrs Young, Cllr Mrs O'Brien, Cllr Mrs Orchard, Cllr Mrs Morrison, Cllr Mrs Bates, Cllr Carnell and Cllr Shortland

In Attendance: Andrew Gunn – Town Clerk, Tracy Lamb – Deputy Town Clerk/RFO, Liz Johnson-Idan – Community Liaison and Angela Cox SSDC

There were No. #0 members of the public and No. #0 members of the press present.

The meeting started at 7.00 pm

You can view the meeting via Youtube by pasting the link into your browser:
<https://youtu.be/h7wpE684OAQ>

7.00pm Chaplain's 'Thought for the Day'

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Council.

None

Reports from County and District Councillors

District and County Councillors may give short verbal reports on matters affecting Chard and as this is also not part of the meeting minutes will not be produced.

To be supplied to Councillors by email

Police Report

The police may attend, when available, to provide information on policing in Chard.

None

AGENDA

2020/103.

Apologies for absence and to consider whether to approve reasons given (If you cannot attend please telephone or email your apologies to the Town Clerk). [LGA 1972 s85 \(1\)](#).

None

2020/104.

Mayor's Announcements.

The Mayor spoke about leaving a wreath on VE Day, on behalf of the Council, and posted on facebook as acts of remembrance with the Chaplain. The Mayor also spoke about his work with the Covid-19 voluntary group in support of the people in the Town.

2020/105.

Declarations of Interest. Members to declare any interests they may have in agenda items that accord with the requirements of the Local [Authorities \(Model Code of Conduct\) Order 2007 SI No.1159](#). (NB this does not preclude any later declarations).

Councillor	Personal	Prejudicial	Agenda Nos.	Reason
Cllr Baker	X		2020/112	Member of Chard Town Team
Cllr Mrs Kenton	X		2020/112	Member of Chard Town Team

2020/106.

To resolve to exclude members of the press and public - To agree any items to be dealt with after the public (including the press) have been excluded as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies \[Admission to Meetings\] Act 1960](#)

There were no confidential items to discuss

2020/107

Council Meeting – minutes – To confirm and sign the minutes of the Full Town Council meeting held on the 16th March 2020 and the Extraordinary Full Town

Council meetings held on the 2nd March 2020 and 20th March 2020 respectively([attached](#)) [LGA 1972 SCH 12 PARA41 \(1\)](#)

Proposed: Cllr. Mrs Morrison
For : 10 Abstained : 4

Seconded: Cllr. Mrs Bates

RESOLVED – that the minutes of the Full Town Council meeting held 16^h March 2020 be adopted

Proposed: Cllr. Mrs Bates
For : 11 Abstained : 2 Against : 1

Seconded: Cllr. Mrs Young

RESOLVED – that the minutes of the Full Town Council meeting held 02nd March 2020 be adopted

Proposed: Cllr. Mrs Kenton
For : 11 Abstained : 3

Seconded: Cllr. Mrs Orchard

RESOLVED – that the minutes of the Full Town Council meeting held 20th March 2020 be adopted

The Chairman signed the minutes

2020/108

Council Meeting – minutes – To receive and note the minutes of the following meetings and approve any recommendations if required: [LGA 1972 SCH 12 PARA 41\(1\)](#)

Planning and Highways – 16th March 2020 ([attached](#))

RESOLVED – To receive and note the minutes

2020/109

Town Clerk's Report – to receive and note the verbal update from the Clerk

The Town Clerk spoke about the impact of the pandemic on people and the tragic loss of lives. He thanked all those who had helped, the NHS workers on the frontline and neighbours who's human spirit is to be applauded and that we must never forget this time.

Officers are working well from home and are doing ok. The Clerk hoped that his weekly updates to members was proving helpful.

SSDC are struggling to provide staff to help with the amenities team.

2020/110

Town Clerk – Delegated Decisions - to receive and note decisions made under delegated authority since the last Extraordinary Full Town Council meeting held on the 20th March 2020 ([report attached](#))

RESOLVED – To receive and note the decisions made, the report is on the Council's website.

2020/111

Finance - Town Council Year to Date Budget - to review the income and expenditure / balance sheet for the year to date ([report attached](#)) ([Account & Audit Regulations 2011](#)).

RESOLVED – To receive and note the report

2020/112.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments ([report attached](#)).

RESOLVED – To receive and note the report

2020/113.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) ([report attached](#)) – cheque signatories to be agreed.

Cllr Shortland declared a personal interest due to being the Chair of Chard Town Team

Proposed: Cllr Mrs. Morrison
Unanimous

Seconded: Cllr. Mrs O'Brien

Resolved – To approve the accounts for payment with cheque signatories to be Cllrs Mrs Morrison and Cllr Shortland

2020/114 Community Liaison Officer April/May Report ([to receive and note attached report](#))

RESOLVED – To receive and note the report with thanks to the Community Liaison Officer for her comprehensive report and support for the community. For the Town Clerk and Deputy Town Clerk/RFO to discuss the management of the £5,000 grant from Western Power.

2020/115 Chard Covid19 Support Group Report ([to receive and note attached report](#))

Cllr Mrs Whittaker-Mather left the meeting

RESOLVED – To receive and note the report

In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of this item (Item #2020/106 above refers)

Withdrawn

There being no further business to discuss the meeting ended at 7:55pm

Agenda # 2020/121

Town Clerk's Report – to receive and note the verbal update from the Clerk.

Agenda # 2020/122

Town Clerk – Delegated Decisions –

- A)** to receive and note decisions made under delegated authority since the last Extraordinary Full Town Council meeting held on the 18th May 2020
- B)** to agree to formally remove the adopted Scheme of Delegation – All other Business (Agenda # 2020/098(b)) ([report attached](#)).

Agenda # 2020/122 (b)

Town Clerk – Delegated Decisions.

Members will recall that at the Full Town Council Extraordinary meeting held on the 20th March 2020, it was resolved to agree the following Scheme of Delegation:

- b) All other business** - To delegate authority to the Clerk in consultation with the Mayor and Deputy Mayor all decision making while the Council cannot meet. In the absence of the Clerk this will be delegated to the Deputy Town Clerk/RFO and Mayor and Deputy Mayor, in absence of Deputy Town Clerk/RFO to the Personnel Sub Committee

Following the introduction of new regulations in April 2020 which permitted councils to meet and make decisions remotely, the above Scheme of Delegation is no longer required. It is therefore recommended to formally remove this resolution.

Recommendation: To remove the adopted Scheme of Delegation – All Other Business.

Agenda #2020/123

Finance - Town Council Year to Date Budget - to review the income and expenditure / balance sheet for the year to date ([report attached](#)) ([Account & Audit Regulations 2011](#)).

CHARD TOWN

THE GUILDHALL FORE STREET

TEL: 01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker



COUNCIL

CHARD TA20 1PP

Town Clerk: Andrew Gunn

Full Town Council Meeting Monday 15th June 2020

Agenda Item #2020/123

Budget Analysis Report Month 2

The attached report is a breakdown of the income and expenditure for the year so far, against the agreed budget. These figures reflect the total of this financial year to date and it would be expected that income and expenditure, in most cases, should be showing at about 17% of the annual budget.

The percentage expenditure and income showing on the attached report is broken down as follows;

	Actual Year to Date	Annual Budget	%
Grand Totals:- Income	331,505	799,738	
41.5%			
Expenditure	78,096	799,738	9.8%
Net Income over Expenditure	253,410	(0)	

There are some areas of expenditure which exceed their budget, these will be reported under the virements at the next meeting other than those items where Council have agreed a transfer from sinking funds or Ear marked reserves. Actual year to date figures shown as a negative are accrued costs from the previous financial year for which invoices are yet to be processed or from committed spend incurred during 2019/20 for which we haven't yet received the invoice.

There are some budget heads showing both higher and lower percentage figures and some examples that have not already recently been reported are

as follows:

- Stationary (Nom 4023 page 1) is high at 39% due to a reduction in the budget from an average of £1,700 over the past 4 years to £400 for the current financial year.
- Miscellaneous Expenses (Nom 4020 page 2) is high at 68% due to room hire. With a budget of only £50 a cost of £34 reflects in the percentage spend.
- Support Grants (Nom 4753 page 2) is high at 52% due to the Covid-19 support grant.
- Letting Income (Nom 1020 page 3) is at zero due to the pandemic. From 1st March to 30th June the estimated loss of this income is approx. £4,698.

Balance Sheet

- The General reserves stand at 243,480, the lowest in the past 10 years and just below the targeted 4 months in the Reserves policy with further unbudgeted spend to come as previously reported.
- The EMR's and Sinking Funds remain at the 2nd highest level in 10 years (£34,170 less than the previous financial year)

If you have any specific questions, or require information on any item shown, please can you let me know in advance of the meeting to allow me time to investigate and report back to you. This does not, of course, preclude you from asking any questions at the meeting on 16th.

Tracy Lamb, PSLCC, Deputy Town Clerk/Responsible Finance Officer

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration (LGA 1972)</u>								
1010 Rent Received	138	13	100	88			12.5%	
1021 Customer photocopies	14	0	50	50			0.0%	
1060 Commission Income	178	0	250	250			0.0%	
1070 CIL Money	330	0	0	0			0.0%	
1076 Precept	629,500	322,832	645,663	322,832			50.0%	
1089 Miscellaneous Income	514	0	100	100			0.0%	
1096 Interest Received	4,283	1,267	200	(1,067)			633.6%	
Administration (LGA 1972) :- Income	634,956	324,111	646,363	322,252			50.1%	0
4001 Payroll Costs	144,722	28,190	171,513	143,323		143,323	16.4%	
4002 Temporary/Casual Staff	7,998	227	2,500	2,273		2,273	9.1%	
4003 Superannuation Deficit Funding	7,380	569	7,559	6,990		6,990	7.5%	
4007 Health & Safety	275	0	0	0		0	0.0%	
4008 Training/Courses	2,256	0	4,500	4,500		4,500	0.0%	
4009 Travelling	339	0	600	600		600	0.0%	
4020 Miscellaneous Expenses	904	0	800	800		800	0.0%	
4021 Telephone & Fax	201	0	200	200		200	0.0%	
4022 Postage	813	0	300	300		300	0.0%	
4023 Stationery	1,103	158	400	242		242	39.5%	
4024 Subscriptions	2,328	428	2,500	2,072		2,072	17.1%	
4025 Insurance	23,433	23,598	26,000	2,402		2,402	90.8%	
4026 Photocopy and Printing Charges	1,296	0	1,500	1,500		1,500	0.0%	
4028 IT Hosting and Support	18,027	(1,202)	8,200	9,402		9,402	(14.7%)	
4029 Staff Recruitment	1,223	0	500	500		500	0.0%	
4044 Equip/Furniture/Small Tools	0	0	1,000	1,000		1,000	0.0%	
4051 Bank Charges	937	187	1,000	813		813	18.7%	
4055 Other Professional Fees	15,915	(794)	6,500	7,294		7,294	(12.2%)	
4056 Legal Fees	2,635	0	1,000	1,000		1,000	0.0%	
4057 Audit Fees	2,935	(2,045)	3,200	5,245		5,245	(63.9%)	

Chard Full Town Council Extraordinary meeting 15th June

4063 Christmas Lights	4,667	0	5,000	5,000	5,000	0.0%	
4206 Council Website	500	600	500	(100)	(100)	120.0%	
4997 Tfr to/from Committed Funds	165	0	0	0	0	0.0%	
Administration (LGA 1972) :- Indirect Expenditure	240,052	49,915	245,272	195,357	0	195,357	20.4%
							0
Net Income over Expenditure							
	394,903	274,196	401,091	126,895			
<u>102 Civic & Council (LGA 1972)</u>							
1042 Mayors Charity	50	0	0	0		0.0%	
1066 Civic Ball	(250)	0	0	0		0.0%	
1089 Miscellaneous Income	430	0	0	0		0.0%	

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Detailed Income & Expenditure by Budget Heading 03/06/2020**Month No: 2****Cost Centre Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1184 Council Run Events	0	0	5,000	5,000			0.0%	
	230	0	5,000	5,000			0.0%	0
Civic & Council (LGA 1972) :- Income								
4005 Member Training	0	0	1,000	1,000		1,000	0.0%	
4008 Training/Courses	60	0	0	0		0	0.0%	
4009 Travelling	43	0	100	100		100	0.0%	
4020 Miscellaneous Expenses	260	34	50	16		16	68.0%	
4183 Civic Events	0	0	500	500		500	0.0%	
4184 Council Run Events	0	0	5,000	5,000		5,000	0.0%	
4200 Current Mayor's Allowance	4,500	0	4,500	4,500		4,500	0.0%	
4201 Previous Mayor's Allowance	430	(2,305)	0	2,305		2,305	0.0%	
4203 Councillors' Expenses	6	0	100	100		100	0.0%	
4208 Civic & Regalia costs	2,460	0	500	500		500	0.0%	
4210 Election Expenses	2,041	0	0	0		0	0.0%	
4211 Town Crier Honorarium	250	0	250	250		250	0.0%	
4213 Mace Bearer Honorarium	250	0	250	250		250	0.0%	
4984 Tfr to Sinking Fund - Regalia	0	0	307	307		307	0.0%	
4987 Tfr to EMR - Election costs	0	0	2,041	2,041		2,041	0.0%	
4993 Tfr from Sinking Fund	(2,307)	0	0	0		0	0.0%	
Civic & Council (LGA 1972) :- Indirect Expenditure	7,995	(2,271)	14,598	16,869	0	16,869	(15.6%)	0
Net Income over Expenditure								
	(7,765)	2,271	(9,598)	(11,869)				
<u>107 Grants (incl S137)</u>								
1079 Grants Rec'd Other	0	5,000	0	(5,000)			0.0%	
Grants (incl S137) :- Income	0	5,000	0	(5,000)				0
4740 Community Payback Scheme	750	0	900	900		900	0.0%	
4749 Section 137 Payments	19	0	55	55		55	0.0%	

Chard Full Town Council Extraordinary meeting 15th June

4750	Grant Aid	6,359	0	7,000	7,000	7,000	0.0%	
4751	Annual Grants	2,000	0	3,000	3,000	3,000	0.0%	
4753	Support Grant	17,381	8,461	16,000	7,539	7,539	52.9%	
	Grants (incl S137) :- Indirect Expenditure	26,508	8,461	26,955	18,494	0	18,494	31.4%
								0
	Net Income over Expenditure	(26,508)	(3,461)	(26,955)	(23,494)			
	201 Guildhall (s19 LGMPA 1976)							
1002	FiT Electric generation tariff	1,008	0	1,100	1,100		0.0%	
1003	FiT Electric Export Tariff	227	0	250	250		0.0%	
1011	Antiques Fair	1,625	0	2,500	2,500		0.0%	
1012	Markets	207	0	0	0		0.0%	

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1014 Guildhall Cafe/Bar Franchise	277	0	300	300			0.0%	
1020 Letting Income	30,619	0	35,000	35,000			0.0%	
1022 Hirers Refreshments	98	0	50	50			0.0%	
Guildhall (s19 LGMPA 1976) :- Income	34,060	0	39,200	39,200			0.0%	0
4001 Payroll Costs	89,885	8,146	104,352	96,206		96,206	7.8%	
4002 Temporary/Casual Staff	4,100	0	0	0		0	0.0%	
4006 Protective Clothing	148	0	750	750		750	0.0%	
4007 Health & Safety	1,319	(61)	1,500	1,561		1,561	(4.1%)	

Chard Full Town Council Extraordinary meeting 15th June

4008	Training/Courses	0	0	1,500	1,500	1,500	0.0%		
4009	Travelling	0	0	100	100	100	0.0%		
4011	Rates	15,345	0	8,000	8,000	8,000	0.0%		
4012	Water Charges	2,001	0	1,600	1,600	1,600	0.0%		
4014	Electricity	15,956	1,321	8,750	7,429	7,429	15.1%		
4015	Gas	6,910	529	7,000	6,471	6,471	7.6%		
4016	Janitorial	1,482	(18)	1,200	1,218	1,218	(1.5%)		
4017	Refuse/Waste Disposal	767	18	1,000	982	982	1.8%		
4020	Miscellaneous Expenses	91	0	250	250	250	0.0%		
4021	Telephone & Fax	698	180	1,200	1,020	1,020	15.0%		
4027	Hirers Refreshments	21	0	20	20	20	0.0%		
4031	Other Advertising	428	0	100	100	100	0.0%		
4036	Property Maintenance	26,311	(22,702)	15,000	37,702	37,702	(151.3%)		
4038	Maintenance/Service Contracts	4,974	0	4,000	4,000	4,000	0.0%		
4044	Equipt/Furniture/Small Tools	1,511	0	2,000	2,000	2,000	0.0%		
4046	Vehicle Fuel	4	0	0	0	0	0.0%		
4051	Bank Charges	(58)	0	0	0	0	0.0%		
4052	Bad Debts Written Off	503	0	100	100	100	0.0%		
4059	Licences (incl PRS)	6,233	0	3,000	3,000	3,000	0.0%		
4062	Heating & Air Conditioning	14,210	(1,500)	10,000	11,500	11,500	(15.0%)		
4992	Tfr from Sinking Fund - Guildh	(18,876)	0	0	0	0	0.0%		
4997	Tfr to/from Committed Funds	10,711	0	0	(0)	(0)	0.0%		
Guildhall (s19 LGMPA 1976) :- Indirect Expenditure		184,673	(14,086)	171,422	185,508	0	185,508	(8.2%)	0
Net Income over Expenditure		(150,613)	14,086	(132,222)	(146,308)				
202 LIC (s144 LGA 1972)									
1077	Grants Rec'd SSDC	500	0	500	500			0.0%	
LIC (s144 LGA 1972) :- Income		500	0	500	500			0.0%	0
4014	Electricity	490	90	500	410	410		18.0%	
4020	Miscellaneous Expenses	58	0	100	100	100		0.0%	

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Chard Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 Bank Charges	58	0	0	0		0	0.0%	
LIC (s144 LGA 1972) :- Indirect Expenditure	605	90	600	510	0	510	15.0%	0
Net Income over Expenditure	(105)	(90)	(100)	(10)				
<u>209 G & T Capital & Non-Recurring</u>								
4071 Loan Capital Repaid	46,056	0	47,987	47,987		47,987	0.0%	
4072 Loan Interest Payable	7,142	(1,750)	5,736	7,486		7,486	(30.5%)	
G & T Capital & Non-Recurring :- Indirect Expenditure	53,198	(1,750)	53,723	55,473	0	55,473	(3.3%)	0
Net Expenditure	(53,198)	1,750	(53,723)	(55,473)				
<u>301 Cemetery (s214 LGA 1972)</u>								
1020 Letting Income	33	0	30	30			0.0%	
1030 Interment Income	22,617	1,623	22,000	20,377			7.4%	
1031 Memorial Fees	3,787	236	4,000	3,764			5.9%	
1032 Burial Rights	7,466	96	7,500	7,404			1.3%	
Cemetery (s214 LGA 1972) :- Income	33,903	1,955	33,530	31,575			5.8%	0
4001 Payroll Costs	24,038	2,430	27,186	24,756		24,756	8.9%	
4006 Protective Clothing	38	0	100	100		100	0.0%	
4007 Health & Safety	5,273	0	0	0		0	0.0%	
4011 Rates	3,535	3,593	3,750	157		157	95.8%	
4012 Water Charges	374	0	650	650		650	0.0%	
4014 Electricity	1,236	206	500	294		294	41.3%	
4020 Miscellaneous Expenses	7	0	100	100		100	0.0%	
4021 Telephone & Fax	0	0	200	200		200	0.0%	

Chard Full Town Council Extraordinary meeting 15th June

4035 Vandalism	875	0	0	0	0	0.0%	
4036 Property Maintenance	0	0	300	300	300	0.0%	
4037 Grounds Maintenance	0	0	20	20	20	0.0%	
4044 Equipt/Furniture/Small Tools	465	0	1,000	1,000	1,000	0.0%	
4050 Consumables	0	35	100	65	65	34.6%	
4997 Tfr to/from Committed Funds	(38)	0	0	0	0	0.0%	
Cemetery (s214 LGA 1972) :- Indirect Expenditure	35,803	6,263	33,906	27,643	0	27,643	18.5% 0
Net Income over Expenditure	(1,899)	(4,308)	(376)	3,932			
<u>302 Street Cleansing (Agency)</u>							
1080 Agency Income	57,445	0	58,000	58,000		0.0%	
Street Cleansing (Agency) :- Income	57,445	0	58,000	58,000		0.0%	0

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4001 Payroll Costs	59,462	9,434	74,078	64,644		64,644	12.7%	
4002 Temporary/Casual Staff	23,856	0	1,000	1,000		1,000	0.0%	
4006 Protective Clothing	266	0	900	900		900	0.0%	
4007 Health & Safety	358	0	0	0		0	0.0%	
4017 Refuse/Waste Disposal	8,906	0	1,500	1,500		1,500	0.0%	
4041 Equipment Hire	11,277	0	5,000	5,000		5,000	0.0%	
4043 Vehicle Maintenance	1,226	0	1,000	1,000		1,000	0.0%	

Chard Full Town Council Extraordinary meeting 15th June

4044	Equip/Furniture/Small Tools	2,587	0	1,000	1,000	1,000	0.0%	
4046	Vehicle Fuel	2,674	149	4,000	3,851	3,851	3.7%	
4047	Vehicle Licence/Insurance	2,578	75	3,000	2,925	2,925	2.5%	
4050	Consumables	1,742	(135)	1,500	1,635	1,635	(9.0%)	
4997	Tfr to/from Committed Funds	(705)	0	0	0	0	0.0%	
		114,229	9,523	92,978	83,455	0	83,455	10.2%

Street Cleansing (Agency) :- Indirect Expenditure

Net Income over Expenditure (56,784) (9,523) (34,978) (25,455)

303 Allotments (s23 SH&AA 1908)

1010	Rent Received	4,035	60	4,000	3,940		1.5%	
1015	Licence Fee	712	144	500	357		28.7%	
	Allotments (s23 SH&AA 1908) :- Income	4,747	204	4,500	4,296		4.5%	0
4001	Payroll Costs	1,167	160	1,536	1,376	1,376	10.4%	
4012	Water Charges	341	0	400	400	400	0.0%	
4013	Rent Payable	1,803	0	1,850	1,850	1,850	0.0%	
4022	Postage	109	0	100	100	100	0.0%	
4031	Other Advertising	0	0	100	100	100	0.0%	
4037	Grounds Maintenance	165	0	250	250	250	0.0%	
4044	Equip/Furniture/Small Tools	0	0	100	100	100	0.0%	
		3,584	160	4,336	4,176	0	4,176	3.7%

Allotments (s23 SH&AA 1908) :- Indirect Expenditure

Net Income over Expenditure 1,163 43 164 121

304 Amenities General (Sch14 LGA19)

1040	Sponsorship Income	2,290	0	2,200	2,200		0.0%	
1089	Miscellaneous Income	11,100	0	300	300		0.0%	
	Amenities General (Sch14 LGA19) :- Income	13,390	0	2,500	2,500		0.0%	0
4013	Rent Payable	773	0	795	795	795	0.0%	
4039	Play Equipment Maintenance	38,048	(102)	10,000	10,102	10,102	(1.0%)	
4040	Street Furniture	2,194	0	5,000	5,000	5,000	0.0%	
4048	Flower Beds - planting etc	3,617	0	4,000	4,000	4,000	0.0%	

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4049 Flower Baskets	1,890	0	2,000	2,000		2,000	0.0%	
4054 Arboriculture	20,637	0	5,000	5,000		5,000	0.0%	
4065 CCTV	0	0	500	500		500	0.0%	
4980 Tfr to Earmarked Reserves	0	8,000	0	(8,000)		(8,000)	0.0%	
4997 Tfr to/from Committed Funds	(13,542)	0	0	(0)		(0)	0.0%	
Amenities General (Sch14 LGA19 :- Indirect Expenditure	53,617	7,898	27,295	19,397	0	19,397	28.9%	0
Net Income over Expenditure	(40,227)	(7,898)	(24,795)	(16,897)				
<u>305 Jocelyn Park</u>								
1010 Rent Received	4,304	0	2,000	2,000			0.0%	
1077 Grants Rec'd SSDC	0	0	3,445	3,445			0.0%	
	4,304	0	5,445	5,445			0.0%	0
Jocelyn Park :- Income								
4012 Water Charges	0	0	50	50		50	0.0%	
4014 Electricity	1,217	0	150	150		150	0.0%	
4036 Property Maintenance	0	0	500	500		500	0.0%	
4037 Grounds Maintenance	0	0	2,940	2,940		2,940	0.0%	
4044 Equip/Furniture/Small Tools	0	0	500	500		500	0.0%	
4985 Tfr to Sinking Fund - Jocelyn	300	0	300	300		300	0.0%	
4997 Tfr to/from Committed Funds	(385)	0	0	0		0	0.0%	
Jocelyn Park :- Indirect Expenditure	1,132	0	4,440	4,440	0	4,440	0.0%	0
Net Income over Expenditure	3,172	0	1,005	1,005				
<u>308 Amenities Central Costs (Sch14</u>								
1010 Rent Received	1,768	235	2,300	2,065			10.2%	

Chard Full Town Council Extraordinary meeting 15th June

1046	Recharge for vehicle fuel	0	0	400	400		0.0%	
1089	Miscellaneous Income	517	0	0	0		0.0%	
	Amenities Central Costs (Sch14 :- Income	2,285	235	2,700	2,465		8.7%	0
4001	Payroll Costs	92,677	12,314	96,413	84,100	84,100	12.8%	
4002	Temporary/Casual Staff	16,293	0	0	0	0	0.0%	
4006	Protective Clothing	701	(45)	900	945	945	(5.0%)	
4007	Health & Safety	493	0	300	300	300	0.0%	
4008	Training/Courses	750	0	3,000	3,000	3,000	0.0%	
4009	Travelling	86	0	150	150	150	0.0%	
4011	Rates	1,191	1,210	1,250	40	40	96.8%	
4012	Water Charges	32	0	100	100	100	0.0%	
4014	Electricity	2,675	294	1,000	706	706	29.4%	
4017	Refuse/Waste Disposal	3,411	(230)	500	730	730	(46.0%)	

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Detailed Income & Expenditure by Budget Heading 03/06/2020

Month No: 2

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4020	Miscellaneous Expenses	100	0	100	100	100	0.0%	
4021	Telephone & Fax	10	0	100	100	100	0.0%	
4035	Vandalism	360	0	1,000	1,000	1,000	0.0%	
4036	Property Maintenance	2,284	0	2,000	2,000	2,000	0.0%	
4042	Equipment Maintenance	2,603	(134)	2,500	2,634	2,634	(5.4%)	
4043	Vehicle Maintenance	2,743	0	3,000	3,000	3,000	0.0%	
4044	Equipt/Furniture/Small Tools	635	(10)	1,500	1,510	1,510	(0.7%)	

Chard Full Town Council Extraordinary meeting 15th June

4045	Vehicle / Equipment Lease/Hire	3,450	(440)	500	940	940	(88.0%)	
4046	Vehicle Fuel	2,086	160	2,500	2,340	2,340	6.4%	
4047	Vehicle Licence/Insurance	3,016	75	2,500	2,425	2,425	3.0%	
4050	Consumables	78	0	200	200	200	0.0%	
4997	Tfr to/from Committed Funds	2	0	0	0	0	0.0%	
		135,676	13,193	119,513	106,320	0	106,320	11.0%
Amenities Central Costs (Sch14 :- Indirect Expenditure)								
	Net Income over Expenditure	(133,391)	(12,958)	(116,813)	(103,855)			
<u>309 Amen Capital & Non-Recurring</u>								
4960	CP - New Equipment - Amenities	1,359	0	0	0	0	0.0%	
4966	CP - New Vehicle Amenities	14,950	0	0	0	0	0.0%	
4980	Tfr to Earmarked Reserves	34,000	0	4,000	4,000	4,000	0.0%	
4990	Tfr from Earmarked Reserves	(14,950)	0	0	0	0	0.0%	
	Amen Capital & Non-Recurring :- Indirect Expenditure	35,359	0	4,000	4,000	0	4,000	0.0%
	Net Expenditure	(35,359)	0	(4,000)	(4,000)			
<u>401 Markets (Food Act 1984 s50)</u>								
1012	Markets	2,554	0	2,000	2,000		0.0%	
	Markets (Food Act 1984 s50) :- Income	2,554	0	2,000	2,000		0.0%	0
4011	Rates	687	699	700	1	1	99.8%	
4997	Tfr to/from Committed Funds	(2,648)	0	0	0	0	0.0%	
	Markets (Food Act 1984 s50) :- Indirect Expenditure	(1,961)	699	700	1	0	1	99.8%
	Net Income over Expenditure	4,514	(699)	1,300	1,999			
	Grand Totals:- Income	788,373	331,505	799,738	468,233		41.5%	
	Expenditure	890,470	78,096	799,738	721,643	0	721,643	9.8%
	Net Income over Expenditure	(102,097)	253,410	(0)	(253,410)			
	Movement to/(from) Gen Reserve	(102,097)	253,410					

Agenda #2020/124.

Finance – Direct Debit, BACS and Manual Payments - to review schedule of payments ([report attached](#)).

Full Town Council Meeting 15th June 2020

Agenda
#2020/124

Direct Debits and Manual cheques schedule May 2020

May-19	Supplier	Details	Amount
01/05/2020	Royal Sun Alliance premium credit : Insurance	Council guard Insurance Premium Instalment	£1,867.02
01/05/2020	Royal Sun Alliance (Premium credit) : Motor Insurance	Engineering & Motor Fleet Insurance Premium Instalment	£458.53
05/05/2020	Co-op Bank	Bank Charges	£22.80
11/05/2020	LGRC : BACS	Advice and support	£198.38
11/05/2020	Chard Town Team : BACS	Grant for COVID-19 voluntary group	£1,000.00
12/05/2020	WPS BACS	Breakdown cover	£150.00
14/05/2020	HMRC	PAYE/NI : April	£4,805.84
14/05/2020	HMRC	PAYE/NI : May	£5,118.16
15/05/2020	Co-op Bank	Financial DIR fees for salaries	£56.04
18/05/2020	Atos : Fuel Genie	All vehicles Fuel	£208.77
19/05/2020	British Gas	Electricity : LIC	£42.89
21/05/2020	Chard Area Youth Committee : Manual cheque 210098	Support Grant	£2,500.00
22/05/2020	British Gas	Electricity : Henson Park	£64.94
22/05/2020	Somerset County Council : BACS	Pension contributions : May	£6,354.21
26/05/2020	British Gas	Electricity : Forge House, Store	£278.77
26/05/2020	British Gas	Electricity : Cemetery	£247.56
26/05/2020	British Gas	Electricity : Guildhall	£1,380.92
28/05/2020	Co-op Bank	Salaries : May	£20,572.82
29/05/2020	Viridor	Duty of Care notice, Guildhall	£21.60

		Total	£45,349.25
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Agenda #2020/125 – Finance Budget Virements - to review and note items budget virements that accord with the requirements of the Council's Financial Regulation # 4.2 and seek approval for transfers in excess of £1000 ([report attached](#)).

Budget Head	Code	Cost Centre	Available Budget Decreased £'s	Available Budget Increased £'s	Reason for Over expenditure
Website	4206	101		100	Increase in annual fee
IT	4028	101	100		" "

2020/126.

Finance - Accounts for Payment - to review and note items of expenditure ([LGA 1972 s150 \(5\)](#)) ([report attached](#)) – cheque signatories to be agreed.

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Full Town Council Meeting
Monday 15th June 2020 Agenda
2020/126

Invoices Due for Payment by 9 June 2020

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
af-it Limited [AF-IT]								
31/05/2020	14557	8946	SonicWall annual renewal/SSL	AG	01/06/2020	1,023.48		1,023.48
31/05/2020	14582	8947	Server support/offsite backup	AG	01/06/2020	471.36		471.36
31/05/2020	14693	8948	Fibre broadband/line rental	AG	01/06/2020	52.07		52.07
31/05/2020	14753	8949	Supply/set up HP laptop	AG	01/06/2020	643.86		643.86
Telephone : 01460 298197						Total of Invoices Due (AF-IT)	2,190.77	0.00
Bartlett Park Garage Ltd [BARTLETPP]								
03/06/2020	34979	8951	Repair to tyre puncture CV08		04/06/2020	15.00		15.00
Telephone : 01460 67606						Total of Invoices Due (BARTLETPP)	15.00	0.00
Butler Fuels [BUTLERFUEL]								
27/05/2020	4220718	8955	Gasoil : Amenities	AG	28/05/2020	717.57		717.57
Telephone : 08457 240241						Total of Invoices Due (BUTLERFUEL)	717.57	0.00
Citizens Advice South Somerset [CAB]								
01/05/2020	MAY 2020	8863	Support Grant		02/05/2020	2,960.75		2,960.75
						Total of Invoices Due (CAB)	2,960.75	0.00

Chard Full Town Council Extraordinary meeting 15th June

Corona Energy Retail 4 Limited [CORONA]

10/05/2020	20402459	8938	<i>Guildhall gas : April</i>		11/05/2020	635.38		635.38
Total of Invoices Due (CORONA)						635.38	0.00	635.38

Martins of Chard [MARTINS]

25/05/2020	MAY2020	8939	<i>Paint and brushes - rails/gate</i>		26/05/2020	34.56		34.56
Total of Invoices Due (MARTINS)						34.56	0.00	34.56

Nisbets

07/05/2020	21094887	8954	<i>Alcohol hand sanitiser</i>	AG	08/05/2020	59.94		59.94
13/05/2020	21107630	8953	<i>Jantex centre feed roll</i>	AG	13/05/2020	43.15		43.15
Total of Invoices Due (NISBETS)						103.09	0.00	103.09

Rentokil Initial UK Ltd [RENTOKILL]

18/05/2020	21224046	8943	<i>Pest control cluster flies</i>	AG	19/05/2020	127.20		127.20
Total of Invoices Due (RENTOKILL)						127.20	0.00	127.20

Telephone : 0203 697 3062

Somerset County Council Pension Fund [SCCPENSION]

01/06/2020	60876307	8952	<i>Pension deficit recovery : Jun</i>		02/06/2020	569.00		569.00
Total of Invoices Due (SCCPENSION)						569.00	0.00	569.00

Telephone : 01823 357797

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Chard Town Council Current Year

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Invoices Due for Payment by 9 June 2020

For Trade Creditors

Pay by Cheque

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
SLCC Enterprises Ltd [SLCCENTERP]									
19/05/2020	131738	8959	Coronavirus & finance webinar	TL	20/05/2020	24.00		24.00	
19/05/2020	131756	8960	End of year finance	TL	20/05/2020	36.00		36.00	
Total of Invoices Due (SLCCENTERP)						60.00	0.00	60.00	
Viridor Waste Management Ltd [VIRIDOR]									
31/05/2020	00003170392AB	8958	Adhoc charges		01/06/2020	15.00		15.00	
Total of Invoices Due (VIRIDOR)						15.00	0.00	15.00	
Water2business [WWATER]									
28/05/2020	1055492100	8957	Guildhall 6 mths water/sewer		29/05/2020	803.30		803.30	
Telephone : 0845 600 3 600						Total of Invoices Due (WWATER)	803.30	0.00	803.30
Total of Invoices Due (Trade Creditors)						8,231.62	0.00	8,231.62	
TOTAL OF INVOICES DUE (ALL LEDGERS)						8,231.62	0.00	8,231.62	

Agenda #2020/127

Community Liaison Officer – May/June Report (to receive and note attached report)

**May/June 2020
Community Liaison Officer
Report to Council**

INTRODUCTION

Life goes on in this strange land of LOCKDOWN as we try to negotiate small steps towards returning to normal.

Much of my time has been looking for funding post Covid-19 and there are signs that funders are beginning to look ahead but the economic forecasts are gloomy. While we seem to have come thus far at the lower end of the scale for deaths and confirmed cases it will only be as things start to re-open that we will be able to see the economic costs to the area. It is likely that unemployment and underemployment will rise, transport links which are already poor will suffer and health services will struggle as they try to deal with a backlog of untreated cases and rising mental health needs.

But enough of the doom and gloom! There are also opportunities and all praise to the amazing work in the community and to the volunteers who continue to astound in every way. If we can build on that work then we will emerge with a stronger, more resilient and determined community than ever.

Chard is different and Covid-19 shows what it can achieve when our backs are to the wall.

EVENTS and MEETINGS

As before meetings are continuing via ZOOM for the most part and although there is now some relaxation of restrictions it is still important to comply with social distancing requirements particularly where working with vulnerable communities.

SPARK, Somerset Skills & Learning, ACAS and SSDC are offering skills and support training to community groups with a focus on volunteer support, economic recovery and mental health. I have taken part in ZOOM webinars covering these areas and continue to monitor and disseminate information to community leaders locally.

Chard & District Museum have relaunched their website to encourage more interest while they are not able to open and it will also provide an excellent support to the museum when they are able to reopen. It is informative and easy to navigate, congratulations to everyone involved.

The Covid-19 groups work continues as you will have seen elsewhere and are looking at how their work will continue after the current phase of the pandemic. The brilliant work and momentum the group have achieved in a short time is remarkable and something we need to support & build on for the future as they evolve to respond to the needs of the community. Somerset Art Week have launched a “Quiet Space for Unquiet Minds at Home” project which encourages people with long term and/or mental health issues to participate in creative activities on-line.

GLADE are delivering on-line training to teachers as part of a national programme.

South West Deer Rescue, based near Crewkerne managed to attract support to cover the costs of keeping the deer while the site is closed to the public but is now faced with looking for a new site by October. While it isn't in Chard it does attract visitors from a wide area and it is worrying that local visitor attractions are facing closure at a time when we need economic recovery within the sector to support our own town recovery.

I mention this again further on but the urgent need for a community hub in Chard is something which is raising its head at every step. Without this much of the good work and support will disappear as organisations, including CTC, begin to reopen premises for hire. It is understandable that organisations need to raise funds through hire of buildings and they are expensive to maintain but a town the size of Chard does need a community base where small, not-for-profit, essential support groups can work from at a cost they can afford. There are some organisations that can charge members fees that cover hire charges but often the ones working with the most vulnerable are not among them.

Markets are now able to reopen but it is important that this is done safely. As I write this report there has not been great interest in the Saturday market restarting and it might be a good time to review this and think about making it better, and safer, for everyone before it does.

The markets that are held inside the Guildhall present further risks in social distancing and access including to the toilets which will need to be addressed before they can start. Again it is important to get this right as it is likely to become the new 'normal' to keep people at a suitable distance apart and increased cleaning will incur higher costs.

FUNDING

Supporting businesses during COVID-19

Somerset County Council are looking for applications for grant of either;

- Up to £5k which is not match funded
- Between £10k and £25k which are match funded (in-kind or cash matched)

Grant applications are permitted for;

1. Existing and new business networks, clusters and/or groups
2. Providing support for events or activities to support networking and business recovery and growth
3. Providing training or learning events to support, business transformation, knowledge growth and knowledge exchange
4. Investments in enabling equipment to support business network, cluster and/or group growth including business recovery and sustainment/resilience

Note: Companies or organisations who are Community Interest Companies (CICs) or Not for Profit companies are also eligible for grant awards. Call Closes: 31ST JULY 2020.

Future calls planned.

Rosa, which is a grant making charity that funds grassroots women's organisations to help to make the UK a fairer, safer place for women has announced that is making grants of up to £10,000 available to specialist women's organisations across the UK through its **Covid-19 Response Fund**. The purpose of this first stage response fund is to provide quick and straightforward grants with very basic eligibility criteria. Rosa particularly welcomes proposals from women's organisations in the UK that address the critical needs of marginalised women and girls that miss out the most and operate in less economically resilient towns, cities and rural areas within the UK. There is no deadline for applications. Rosa will consider them on a rolling basis from 5pm on Friday 5th June 2020 and aim to notify applicants of the decision within approximately two weeks of submitting an application. <https://rosauk.org/>

Power to Change, which is an independent Trust to support community businesses in England has announced the launch of its new **Bright Ideas C-19 Support Fund** is open for applications. The fund provides small grants with business development advice to current Bright Ideas grantees. Community businesses accepted on to the scheme will receive up to five days of business development support from a community business advisor and a grant of up to £5,000 unrestricted funds to support any changes that will help mitigate the impact of COVID-19 on their business or community. The closing date for applications will be midnight on the 19th June 2020. <https://www.powertochange.org.uk/get-support/covid-19/>

Covid-19 Emergency Funding (including Coronavirus Community Support Fund) – The National Lottery Community Fund

The National Lottery Community Fund has launched a £200m fund aimed primarily at small to medium organisations in England. The fund is part of the Government's £750m financial support package for charities and social enterprises announced by Government on April 8. They will distribute the Government funding alongside National Lottery funding, to support organisations to continue to deliver services to people and communities affected by COVID-19.

The application you need to fill in is the same whether your funding comes from the Government or from the Lottery.

They can fund activities supporting people and communities affected by COVID-19. They can also help organisations overcome any acute financial difficulties they're facing because of the pandemic.

They are looking to award funding between £300 to £10,000 or funding over £10,000 to cover your spending for up to six months after award.

There will be high demand for this funding, and the Lottery say they will have to make some tough choices. They expect the funding to be heavily oversubscribed and anticipate only being able to support a proportion of applications.

You can only apply once for COVID-19 emergency funding in England.

<https://www.tnlcommunityfund.org.uk/funding/covid-19/learn-about-applying-for-emergency-funding-in-england>

Covid-19 Support – Sport England

Sport England are making up to £210 million of funding available to help the sport and physical activity sector through the ongoing coronavirus (Covid-19) crisis.

The package, which is a combination of National Lottery and government funding, is made up of the following:

- A Community Emergency Fund. This aims to deliver immediate funding to those most in need and builds on the success of similar previous funds such as the Flood Relief Fund. It's specifically targeted at organisations, including those not currently supported by Sport England, who have a role in supporting the nation to be active but who are experiencing short-term financial hardship or the ceasing of operations due to the impact of coronavirus. Organisations can apply for grants between £300 and £10,000.
- A £5 million Sector Partner Fund. This fund has been used to support 12 key partners in immediate financial need. It was specifically designed to support membership style organisations that play a crucial role to support other bodies and clubs in sport, with recipients already including Community Leisure UK, Disability Sport Coach and the Association of British Climbing Walls.
- A £55 million Sector Stimulation Sport England believe financial support will be needed to support and stimulate the sector while restrictions are being lifted, and that organisations will need help getting back to business and back to delivery. Part of this pot, £20m, has formed the Tackling Inequalities Fund, which is designed to minimise the impact of coronavirus on the activity levels of people from under-represented groups, ensuring that the participation gaps don't widen during this period. Details on how they propose to use the remainder of this funding will be set out in the coming weeks.
- A £115 million rollover of current funding into 2021/22 to give long term certainty to over 100 well established partners who play a vital role in the delivery of sport and physical activity in England.

Alongside this, given cashflow concerns in the sector, Sport England have also agreed to consider requests to release six months of the coming year's funding (50% of awards) to their partners, meaning additional funding will be available sooner.

More details on each of these funding streams can be viewed via the website.

<https://www.sportengland.org/how-we-can-help/coronavirus-funding-and-flexibility>

Crowdfunding support for clubs & organisations – Sport England

Sport England have committed another £1 million to combating the impact of coronavirus (Covid-19) on sports clubs and community activity groups, in the form of match funding through Crowdfunder.

This 'Active Together' partnership with Crowdfunder follows a successful collaboration from November 2018, which saw them committing to match fund 23 projects up to the value of £15,000 each.

This time they are matching crowd funds of up to £10,000 raised by clubs and organisations hit by the coronavirus crisis – and is in addition to the up to £210 million coronavirus support package already announced.

To be eligible, organisations must be:

- Local sports clubs

- Charity, community, voluntary and social enterprise sector organisations that deliver sport and/or physical activity in their community – including organisations that are not solely or primarily sports organisations – for the benefit of people residing in England.
<https://www.sportengland.org/news/%C2%A31-million-crowdfunding-support-clubs-and-organisation>

Community Business Emergency Support – Power to Change

Power to Change, the independent trust that supports community businesses in England, has launched up to £12 million of emergency support to provide both immediate and medium-term help for community businesses facing a loss of trading income during the coronavirus crisis:

- £7 million rescue funding for community businesses, offering grants up to £25,000 to contribute towards trading income losses incurred between April and June 2020. This first pot of funding is available to current and previous Power to Change grantees, and to community businesses which are members of Power to Change's strategic partners – Co-operatives UK, Locality and the Plunkett Foundation – all of whom played a key role in designing this response.
- £5 million recovery funding, to be made available later this year, based on learning from the first pot to help community businesses rebuild and recover strongly from the crisis. This emergency support was opened for applications week beginning 11 May to support those organisations invested in by Power to Change since it launched in 2015 and around a thousand more community businesses who are members of Co-operatives UK, Locality and Plunkett Foundation.

<https://www.powertochange.org.uk/news/emergency-support-community-businesses/>

Financial support for businesses during coronavirus – Department for Business, Energy & Industrial Strategy and Public Health England

You can find out more details about the government's support for businesses through this website which includes:

- the Coronavirus Job Retention Scheme
- deferring VAT and Income Tax payments
- a Self-employment Income Support Scheme
- a Statutory Sick Pay relief package for small and medium sized businesses
- business rate relief
- small business grant funding of £10,000 for all business in receipt of small business rate relief or rural rate relief
- grant funding of £25,000 for retail, hospitality and leisure businesses with property with a rateable value between £15,000 and £51,000
- the Coronavirus Business Interruption Loan Scheme

Information on all these items can be found via the following link:

<https://www.gov.uk/government/collections/financial-support-for-businesses-during-coronavirus-covid-19>

Covid-19 Response Programmes – BBC Children in Need

The COVID-19 Response Programmes are as follows:

- The COVID-19 2020 Booster Grants programme opened to current BBC Children in Need grant-holders from Monday 18th May 2020 and will enable organisations to apply for funding up to £5,000 over a 6 month period.
- The COVID-19 Large Grants programme will open to applications from 8th June 2020 and will enable organisations to apply for funding up to £80,000 over an 18-month period.

More details on both of these funds will be made available on the website.

<https://www.bbcchildreninneed.co.uk/grants/apply/>

Enterprise Relief Fund – Prince's Trust & Nat West

The £5million Enterprise Relief Fund will offer grants to 18 to 30-year olds across the UK who are self-employed and/or running their own business. In conjunction with cash grants, the initiative will offer one-to-one support and guidance to anyone who needs it and who may be worried about their future.

Grants can be used to maintain core business operations during the crisis, as well as meet any existing financial commitments, such as paying for essential equipment or settling invoices from suppliers. Additionally, grants will also support young people to diversify their business to respond to opportunities created by the crises. In conjunction with grants, the initiative will offer one-to-one support and guidance to any applicants who need it.

To be eligible to apply, you must be a business owner aged 18 to 30, who set up their business in the last four years and don't have any other source of income during the crisis.

https://www.princes-trust.org.uk/about-the-trust/coronavirus-response/enterprise-relief-fund?mc_cid=91ef797a9c&mc_eid=384bc8dfbb

GOVERNMENT CONSULTATIONS

Public Works Loan Board: Future lending terms consultation – HM Treasury

The government is seeking views from local authorities and other stakeholders on the lending terms of the Public Works Loan Board.

Government state: "Local authorities invest billions of pounds of capital every year in their communities. The government supports this activity in part by offering low cost loans through the Public Works Loan Board (PWLB). However, in recent years a minority of councils have used this cheap finance to buy very significant amounts of commercial property for rental income, which reduces the availability of PWLB finance for core local authority activities.

"To address this the government is consulting on revising the terms of PWLB lending to ensure that local authorities continue to invest in housing, infrastructure, and public services. To further enable high-quality investment by local authorities, the government is cutting the interest rates for investment in social housing by one percentage point and making available an extra £1.15 billion of discounted loans for local infrastructure projects."

This consultation closes on 31 July 2020.

<https://www.gov.uk/government/consultations/public-works-loan-board-future-lending-terms-consultation>

Consultation on expanding the dormant assets scheme – Department for Digital, Culture, Media & Sport

The government has launched a consultation in order to gather views on its proposals to expand the dormant assets scheme to include new financial assets.

The public consultation follows two industry-led reports, which made a series of recommendations on broadening the current scheme beyond bank and building society accounts to include assets from the insurance and pensions, investment and wealth management, and securities sectors.

Having considered industry's recommendations, the government is now inviting input on the detailed proposals to expand the scheme. They are particularly interested in hearing views from potential participants, consumer groups, regulators, and interested individuals.

This consultation closes on 16 July 2020.

<https://www.gov.uk/government/consultations/consultation-on-expanding-the-dormant-assets-scheme>

Consulting on ending the sale of new petrol, diesel and hybrid cars and vans – Department for Transport

Government is seeking views on bringing forward the end to the sale of new petrol, diesel and hybrid cars and vans from 2040 to 2035, or earlier if a faster transition appears feasible. They are asking for views on:

- the phase out date
- the definition of what should be phased out
- barriers to achieving the above proposals
- the impact of these ambitions on different sectors of industry and society
- what measures are required by government and others to achieve the earlier phase out date

This consultation closes on 31 July 2020.

<https://www.gov.uk/government/consultations/consulting-on-ending-the-sale-of-new-petrol-diesel-and-hybrid-cars-and-vans>

Future of transport regulatory review: call for evidence on micromobility vehicles, flexible bus services and mobility as a service – Department for Transport and Department for Business, Energy & Industrial Strategy

This call for evidence is asking for information and views on 3 areas of the 'Future of transport regulatory review'. The 3 areas are:

- micromobility vehicles
- flexible bus services
- mobility as a service (MaaS)

Questions cover a number of areas including:

- whether certain micromobility vehicles (such as electric scooters) should be permitted on the road, and if so what vehicle and user requirements would be appropriate
- how effective existing rules are around flexible bus services, and which other areas of the bus, taxi and private hire vehicle framework should be considered in this review
- what the opportunities and risks of MaaS platforms might be, and what role central and local governments should play in their development

The 'Future of transport regulatory review' was first announced in March 2019 as part of the Future of mobility: urban strategy.

This consultation closes on 3 July 2020.

<https://www.gov.uk/government/consultations/future-of-transport-regulatory-review-call-for-evidence-on-micromobility-vehicles-flexible-bus-services-and-mobility-as-a-service>

Reforming Regulation Initiative – Department for Business, Energy & Industrial Strategy

The government states: "Good regulation is essential to successful business. The government strives to achieve the right regulatory balance between supporting excellent business practice and protecting workers, consumers and the environment.

"The Reforming Regulation Initiative is an invitation to businesses and the public to help government ensure that regulation is sensible and proportionate. We're particularly interested in the needs of small businesses.

"Please let us know how we could improve the system of UK regulation by responding to this short consultation.

"Please note that this is about improving the system rather than changing regulatory decisions about individual cases. If you want to challenge a decision about a case, you can get details of how to appeal from the relevant regulator's website."

This consultation closes on 11 June 2020.

<https://www.gov.uk/government/consultations/reforming-regulation-initiative>

TRAINING OPPORTUNITIES

Bounce Back Digital is a free programme of webinars and short courses for small businesses to help trading during Covid-19. With more businesses moving online, businesses can learn about; collaboration tools and channels to reach customers, learn how to set up their own e-commerce website, how to use Worldpay, Stripe & other payment gateways, digital photography & how to use video, plus how to keep their business secure online.

Running across June and July 2020 the Heart of the South West LEP Digital Skills Partnership is proud to introduce experts from across the region who will host informative webinar 'subject matter introductions' and run over 20 free follow-on courses aimed at helping small businesses mitigate the impact of Covid-19.

The program launches on the 1st of June, with the first webinar being held on the 8th of June with the remaining sessions running across June and July. Webinars are restricted to the 1st 100 registrations and courses are being deliberately kept small, to online classes of 15, to enable maximum engagement, interactivity and build learning peer to peer support. The courses are short, ranging from one-hour to nine hours in total. The objective is that through the knowledge transferred the business is able to immediately set up and start using the new tool. The full programme of webinars and courses can be found here:

<https://heartofswlep.co.uk/about-the-lep/how-we-are-organised/digital-skills-partnership/bounce-back-digital/>

The webinars and courses are being delivered by experts drawn from across the South West and include digital trainers from Cosmic, LimeCloud, TechSparkUK, BlueScreen IT, WSX Enterprise and Natwest's FreeAgent colleagues.

This is a free programme funded by the Department for Digital, Culture, Media and Sport Digital Skills Innovation Fund delivered by the [Heart of the South West LEP Digital Skills Partnership](#) for the [Heart of the South West LEP Growth Hub](#).

Audience

Aimed at businesses who have either yet to adapt to digital practices to operate during Covid-19 restrictions or businesses who are in the process of adapting and could benefit from upskilling and learning new tool(s)

There is no limit to the number of sessions a business can book however businesses that book and subsequently do not attend will have future bookings being cancelled.

Eligibility

Eligibility criteria is:-

- The Business is located in Devon, Plymouth, Torbay and Somerset
- The Business has less than 250 employees

About the Heart of the South West Digital Skills Partnership

The Heart of the South West Digital Skills Partnership was launched in June 2018, bringing together the public, private and third sector to tackle the digital skills divide in Somerset, Devon, Plymouth and Torbay. Forming part of a pilot of, six Local Digital Skills Partnerships (LDSP), announced by the [Department for Digital, Culture, Media and Sport](#) (DCMS).

The partnership coordinates and delivers a digital strategy that raises digital skills for our community, working to eradicate social and geographical imbalances to ensure everyone has access to digital services. The partnership also focuses on workplace mobility; ensuring the right digital training is available for young people, those outside of the workforce, work returners, employees looking to retrain and supports a workplace where the regions highly skilled digital employees can continue to learn. We work closely with the regions education providers to ensure young people are aware of the diverse range of careers and are supported to enter into digital jobs, and that teaching staff are supported to teach digital subjects that keep pace with new technologies.

The partnership work in tandem with the [National Digital Skills Partnership Board](#) to ensure that the Government's [UK Digital Strategy](#) is responsive to local needs and in return the local area can make the most of national opportunities, sector analysis to inform delivery, cross-government department collaboration and funding opportunities to overcome digital challenges.

LINKS TO WORKPLAN

I am working to the timelines in the workplan as far as possible in the current circumstances and am continuing to contact existing groups and organisations, particularly where I have appropriate information that may be of interest to them, monitoring new groups, initiatives and trends both locally and nationally.

FUTURE PLANNING

The need for a community building which is available to groups for meetings at minimal cost where they are able to store resources and undertake ‘messy’ work including craft work has again been raised several times and remains a priority for many groups in Chard and I am pursuing opportunities for this through funding sources and available buildings including Meanwhile lease and heritage build as they are available. Some potential sites have been suggested but will need further investigation into current ownership and potential before any commitment can be given.

Signs that things are moving, cautiously at this stage, are beginning and several tentative dates/events are emerging but it is still early days. We live in hope!

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Policy and Governance – to review and approve the following:

- A) Standing Orders
- B) Financial Regulations
- C) Scheme of Delegation
- D) Full Council Terms of Reference
- E) Planning and Highway Committee Terms of Reference
- F) Personnel Committee Terms of Reference
- G) Property Committee Terms of Reference
- H) Services Committee Terms of Reference

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Chard Town Council Standing Orders

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Notes :

Red = items in NALC's current template but not in Chard Town Council's

~~Strike through~~ = items in Chard Town Council's but not in NALC (see additional notes on previous amendments at the end of this document.

Green = Items that are awaiting the scheme of delegation/terms of reference for committees.

BOLD = contain statutory requirements. It is recommended that councils adopt them without changing them

How to use standing orders

Standing orders are the written rules of a local council. **Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements.** ~~They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings.~~ They are not the same as the policies of a council but they may refer to them. ~~A local council must have standing orders for the procurement of contracts.~~

This info is a bit different

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

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

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

Model financial regulations are available to councils in membership of the National Association of Local Councils (NALC) or One Voice Wales (OVW)

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Model 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.
- j Subject to standing order 1(k) below, 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 The mover of a motion or the mover of an amendment and any other Members shall speak for no longer than three minutes without the consent of the Council and only the mover shall have a right of reply, not exceeding three minutes but should not introduce any new matter.~~
- o Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- p 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 ty last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.
- q During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking and sit down. 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 they are concerned by.
- r A point of order shall be decided by the chairman of the meeting and their decision shall be final.
- s 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 requirements.
- u 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 their right of reply.
- v Excluding motions moved under Standing Order 1(s) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.



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 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) above 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

(Previously Section 1)

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

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

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



- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**



- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.** ~~However, this exclusion of the press and public does not apply to Councillors who are entitled to attend all meetings of the Council and its committees and sub-committees subject to not having a prejudicial interest~~

- 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) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f) above, a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e) above, 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 brief summary record of a public participation session at a meeting shall be included in the minutes of that meeting.~~
- j A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- k A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- l 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.

(bold – legal or statutory) Subject to standing order 3(m) (check ref) 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 proceeding, 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.

A person not 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 their absence be done by, to or before the Vice-Chairman of the Council (if any).



o The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.



p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or 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 their casting vote whether or not they gave an original vote.

See standing orders 5(i) and (j) below 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda. At the request of a Councillor voting can take place by secret ballot.

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

~~u If prior to a meeting, a Councillor has submitted reasons for his absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minute of the meeting at which the approval was given.~~



- v **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.**



- w **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) below for the quorum of a committee or sub-committee meeting.



- x **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.

- y A meeting shall not exceed a period of two and a half hours.



- ~~z The Openness of Local Government Bodies Regulations 2014 ("the 2014 Regulations") provides that **a person may** not orally report or comment about a meeting as it takes place if he is present at the meeting of a parish council or its committees but otherwise may:~~

~~a film, photograph or make an audio recording of a meeting;~~

~~b use any other means for enabling persons not present to see or hear~~

~~proceedings at a meeting as it takes place or later;
c—report or comment on the proceedings in writing during or after a
meeting or orally report or comment after the meeting~~

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 full 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) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, 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 one day 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 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 new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council ~~may direct~~. 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 ~~directs~~. decides**
- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman of the Council and Vice-Chairman (if any).**
- f **The Chairman of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, 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, they 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 must 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, they shall preside at the **annual** meeting until a new Chairman of the Council has been elected. They may exercise an original vote in respect of the election of the new Chairman of**

the Council and must 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 any) of the Council at the annual meeting of the council, the business of the annual meeting 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 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, (including legal agreements) ~~any charters and agency agreements,~~ with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - 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 assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insured 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** ~~procedures for handling requests made under the Freedom of Information and data protection legislation (see also standing orders 11, 20 and 21) Act 2000 and the Data Protection Act 1998;~~
 - xviii. Review of the council's policy for dealing with the press/media; ~~and~~
 - xix. **Review of the Council's employment policies and procedures;**
 - xx. **Revue 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 full council up to and including the next annual meeting of full council.

- k. In the event of severe weather conditions or any other emergency the Town Clerk may, in consultation with the Chairman of the Council, cancel any meeting of Council, a Committee or Sub Committee and shall give immediate notice of such cancellation to as many Members of Council as is practicable.

6. Extraordinary meetings of the council and 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 ~~or refuses to~~ call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 2 members of the committee or the sub-committee, any 2 members of the committee and the sub-committee may convene an extraordinary meeting of a committee and a sub-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 five councillors to be given to the Proper Officer in accordance with standing order 9 below, 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) above has been disposed of, no similar motion may be moved **for a further** ~~within 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 which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- 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 nine 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) above, 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) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least nine 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 ~~Subject to standing order 9(e) above,~~ the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Notice of every motion received in accordance with the Council's Standing Orders shall be acknowledged and received in date order.
- h Every motion rejected in accordance with the Council's Standing Orders shall be duly recorded with a note by the Proper Officer giving reasons for its 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 approve the absences of councillors with the reasons given
 - ii. to **correct an inaccuracy in the draft minutes of a meeting** approve the accuracy of the minutes of the previous meeting
 - iii. ~~to note the minutes of a meeting of a committee or sub-committee~~
 - iv. ~~to dispose of business, if any, remaining from the last meeting~~
 - v. ~~to close or adjourn debate~~
 - vi. ~~to consider a report and/or recommendations made by a committee, sub-committee or employee~~
 - vii. ~~to consider a report and/or recommendations made by a professional advisor, expert or consultant~~
 - viii. ~~to authorise legal deeds signed by two councillors and witnessed~~
 - ix. ~~to authorise the payment of monies up to £2000~~
 - x. ~~to amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it~~
 - xi. ~~to give the consent of Council if such consent is required by Standing Orders~~
 - xii. ~~to appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies~~
 - xiii. ~~to answer questions from councillors~~
 - xiv. to correct an inaccuracy in the draft minutes of a meeting;
 - xv. to move to a vote;
 - xvi. to defer consideration of a motion;
 - xvii. to refer a motion to a particular committee or sub-committee;
 - xviii. to appoint a person to preside at a meeting;
 - xix. to change the order of business on the agenda;
 - xx. to proceed to the next business on the agenda;
 - xxi. to require a written report;
 - xxii. to appoint a committee or sub-committee and their members;
 - xxiii. to extend the time limits for speaking;
 - xxiv. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xxv. to not hear further from a councillor or a member of the public;
 - xxvi. to exclude a councillor or member of the public for disorderly conduct;
 - xxvii. to temporarily suspend the meeting;
 - xxviii. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xxix. to adjourn the meeting; or
 - xxx. to close a meeting.

11. **Management of Handling confidential or sensitive information**

(bold – legal or statutory) 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.

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 Limitations Act 1980).

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest. Or personal data without legal justification **(This should be bold – legal or statutory but currently isn't)**
- b Councillors and staff the Council's contractors and agents shall not disclose confidential or sensitive information or personal data without legal justification which for special reasons would not be in the public interest. justification **(This should be bold – legal or statutory)**

12. **Draft minutes**

Should have the 3 colours for Full Council, Committee meetings and sub-committee meetings

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(ii) above.
- 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 their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following** Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- f ~~Minutes will be records of what was decided at the meeting and not verbatim records of who said what.~~

13. Code of conduct and dispensations

See also standing order **3(w)** above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless they have 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 they have a ~~prejudicial or~~ disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they 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 they have another interest if so required by the council's code of conduct. They may return to the meeting after it has considered the matter in which they 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 beginning of the meeting of the council for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made **[by the Proper Officer]** **OR [by a meeting of the Council, or committee or sub-committee for which the**

~~dispensation is required] and that decision is final in accordance with the Council's Code of Conduct, with reference to 13(g) below.~~

- 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~~ above, dispensations requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the beginning of the meeting of the council for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
 - a. **without the dispensation, the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - b. **granting the dispensation is in the interests of persons living in the council's area or**
 - c. **it is otherwise appropriate to grant a dispensation.**

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 above, report this to the council. ~~The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chairman of the Council) take such steps considered necessary to maintain confidentiality.~~
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.

- c ~~Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.~~
- d The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law; **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;
- e **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) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee and 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 a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email.and this is in bold

OR

~~at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons by email, confirming the time, place and the agenda provided any such email contains the electronic signature and title of the Proper Officer (if a councillor has expressed in writing to the Proper Officer that they want to opt in for receiving summons by email)~~

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

Provide, in a conspicuous place give public notice of the time, place and agenda (provided that he public notice with agenda of an

extraordinary meeting of the Council convened by councillors is signed by them) ~~this is in bold~~

~~at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);~~

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

- ii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least nine days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of full 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; **should be in bold**
- v. **receive and retain copies of byelaws made by other local authorities; should be in bold**
- vi. ~~hold~~ retain acceptance of office forms from councillors;
- vii. ~~hold~~ retain a copy of every councillor's register of interests
- viii. assist with responding to requests made under the Freedom of Information ~~legislation~~ Act 2000 and ~~rights exercisable under~~ Data Protection ~~legislation~~ Act 1998, in *2018 ?? accordance with and subject to the council's policies and procedures ~~relating to the same;~~
- 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. ~~assist in the manage~~ the organisation of, storage of, access to 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 22 below.
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in an electronic file or in a book for such purpose;
- xv. ~~to certify copies of byelaws made by the Council~~
- xvi. **refer a planning application received by the Council to the [Chairman, or in his absence the Vice-Chairman (if there is one) of the () Committee) within two working days of receipt to facilitate an extraordinary meeting if the nature of the**

planning application requires consideration before the next ordinary meeting of the (Council OR Committee)

- xvii. manage access to information about the council via the publication scheme; and
- xviii. retain custody of the seal of the council (if any) which shall not be used without a resolution to that effect.

See also standing order 22 below.

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 (England).
- 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 31 March, 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the council's receipts and payments 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 reportedand 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 each Councillor with a full statement summarising receipts and payments (or income and expenditure) for the last quarter and the year to date information; and to the full council the accounting statements for the year in the form of Section 1-2 **important to change this* 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 applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft

annual return shall be presented to **all** each councillor**s at least 14 days prior to anticipated approval by the Council** ~~before the end of the following month of May.~~ The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

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 £25,000 due to special circumstances are exempt from a tendering process or procurement exercise** ~~procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.~~
- 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 £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to sue an existing list of approved suppliers (framework agreement)** ~~Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.~~
- 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 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder Website** ~~Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules. 2006 Legislation has been repealed in 2015.~~
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts regulation 2016**

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 above.
- 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 () committee] OR [the () sub-committee] or, if he is not available, the vice-chairman (if there is one) of [the () committee] OR [the () sub-committee] of absence occasioned by illness or other reason and that person shall report such absence to [the () committee] OR [the () sub-committee] at its next meeting.
- c The chairman of [the () committee] OR [the () sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the () committee] OR [the () sub-committee].
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee (or other employees) shall contact the chairman of the Personnel committee OR in his absence the vice chairman of the Personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Full Town Council.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Personnel committee, this shall be communicated to another member of the Personnel committee, which shall be reported back and progressed by resolution of the Full Town Council.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- ~~g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.~~
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

- i— ~~Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Town Clerk.~~

20. ~~Requests for information~~ **Responsibilities to provide information**

See also standing order 21.

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. **this is in bold**

a.

The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015. **this is in bold**

b.

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

d. ~~Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the Finance & Personnel committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.~~

see also standing order 11.

21. **RESPONSIBILITES UNDER DATA PROTECTION LEGISLATION** (**below is not an exclusive list**)

- 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. . this is in bold**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach. . this is in bold**
- 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. . this is in bold**
- 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. . this is in bold**
- f **The Council shall maintain a written record of its processing activities. . this is in bold**

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) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b **Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County 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 representing the area of the council.
- b **Unless the Council determines otherwise, a copy of each letter sent to the District and**

County Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

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

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 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 requirements **or legal requirements**, shall be proposed by a special motion, the written notice to be given to the Proper Officer in accordance with standing order 9 above.
- e The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible ~~after he has delivered his acceptance of office form.~~
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

ADOPTED at Full Council on 14th April 2014

Amendments

20th October 2014

Confirm deletion of clause no. 3m – in line with new legislation in the Local Audit and Accountability Act 2014

20th March 2017

Section Eighteen - adopt financial changes to section 18 Financial Controls and Procurements (The Public Contracts Regulations 2015 ("the Regulations") 2006 legislation repealed in 2015.

18th April 2017

Section One – amend clause (v) to refer to the correct reference 'Standing Order 1(s) above' NOT 1(r)

It is noted that the numbering runs from S to V with the omission of clause T.

Section Three – to include new clause (z) to add the NALC recommended wording reflecting the changes to The Openness of Local Government Bodies Regulations 2014

It is noted that the numbering runs from S to V with the omission of clause T.

Section Twelve – amend clause (b) to refer to the correct reference 'Standing Order 10(a)(ii) NOT 10(a)(i)

Section Thirteen – to amend wording to read 'This Section refers to Standing Order 3(w)' NOT 3(t) and amend 13(e) to include '(refer to 13(g))' for clarity

Section Fifteen – to amend 15(b)(i) to include the option of electronic summons following the changes in legislation

2nd March 2020

Section Nineteen – to delete all references to staffing sub-committee in paragraphs 19(b) and 19(c) and replace with Personnel sub-committee.

To delete reference to Finance and Personnel Committee in paragraph 19(b) and replace with Full Town Council.

To delete reference to Finance and Personnel committee in paragraph 19(c) and replace with Personnel sub-committee.

To amend the end of the last sentence in paragraph 19(c) replacing 'Committee' with Full Town Council.

Agenda 2020/128 b)

Financial Regulations



Chard Town Council Financial Regulations

Notes :

Red = items in NALC's current template but not in Chard Town Council's

~~Strike through~~ = items in Chard Town Council's but not in NALC (see additional notes on previous amendments at the end of this document).

Green = Items that are awaiting the scheme of delegation/terms of reference for committees.

These Financial Regulations were adopted by the Full Council at its meeting

held on Monday 19th June 2017. **Need new 2019**

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1. GENERAL

- 1.1. These Financial Regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial Regulations are one of the Council's three governing policy

documents providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the Council's Standing Orders and any individual financial regulations relating to contracts.

- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - Identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee is gross misconduct. Negligent or reckless disregard of the regulations 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.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, regulations and proper practices;

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

¹ In England - Accounts and Audit (England) Regulations 2011/817

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; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
 - approve any grant or a single commitment in excess of £5,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council or the Finance committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the Council;
 - 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 ~~unless the correspondence is of a purely administrative matter.~~

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee (if any) 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 October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and 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 £5,000
- the Finance & Personnel committee for items up to £5,000
- the Guildhall & Amenities committee for items up to £5,000

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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

- ~~4.2.~~ 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') ~~except for the Town Clerks Delegated Powers as itemised in the Purchase Delegation Limits and Active Purchasing Policy.~~
- ~~4.3.~~ Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year ~~unless by approval of a resolution of the Council.~~
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of 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 £5,000. 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 or committee concerned is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained ~~except for Town Clerk's Delegated Powers as itemised in the Purchase Delegation Limits.~~
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of £100 or 15%.
- 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 prepare a schedule of payments requiring authorisation, forming part of the agenda for the meeting and, together with the relevant invoices, present the schedule to Council **or Finance committee**. The Council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council **or Finance committee**. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to 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, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council **or Finance committee** Meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council or Finance committee;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council **or Finance committee**; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council **or Finance committee**.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council, 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 **or Finance committee**.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any Policy statement approved by Council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the Council.

- 5.9. 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.
- 5.10. 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.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved **in writing by a member** ~~by the RFO~~.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee.
- ~~6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be signed by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question. ~~If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that Councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.~~~~
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. **Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such meeting). Any signature obtained away from such meetings shall be reported to the council (or finance committee) at the next convenient meeting.**

- 6.7. If thought appropriate by the Council, payment for ~~insurance~~, utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.8. If thought appropriate by the Council, payment for certain items (principally Salaries) may be made by Banker's Standing Order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.9. If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10. If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. 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 in safe custody in a sealed dated envelope. This envelope may not be opened other than in the presence of two 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.
- 6.12. 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.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

- 6.14. 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.
- 6.15. 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.
- 6.16. 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.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by [two of] the Clerk [the RFO] [a member] ~~the Clerk or RFO~~. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council ~~or finance committee~~ in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council ~~or Finance committee~~. Transactions and purchases made will be reported to the Council or relevant committee and authority for topping-up shall be at the discretion of the Council or relevant committee.
- 6.20. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. ~~The Clerk or~~ RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Clerk or RFO with a claim for reimbursement.
- a) The RFO shall maintain as petty cash float of £300 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

- b) ~~Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations. Petty Cash is to be reimbursed from the cash takings and replaced with a cheque for the same amount to be banked with Chard Town Council income~~
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries and wages 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 or relevant committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any Councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial

Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6. 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/Welsh Assembly Government (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.
- 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.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting(see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. ~~The RFO The officer authorised by the Council's purchasing delegation policy~~ 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 provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by **legal professionals acting in disputes** ~~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 £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
-
- b. Where² the council intends to procure, or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations³.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)⁴.
 - 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 or the properly authorised deputy in the presence of at least one member of Council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.

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

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (~~£164,176~~ £181,302)
- b. For public works contracts 5,225,000 Euros (~~£4,104,394~~ £4,551,413))

⁴ Based on NALC’s model standing order 18d ©NALC 2018 in Local Councils Explained © 2013 National Association of Local Councils

- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (~~PUBLIC WORKS CONTRACTS~~)

- 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 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 in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of 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, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

* * *

Notes to the Model.

Where the word “regularly” is used in the text it is for the individual Council to set the required interval, monthly, quarterly, or half-yearly. This period should never exceed 12 months.

The value inserted in any of the paragraphs (other than the EU Procurement thresholds referred to in 11.1(l)) may be varied by the Council and should be reviewed regularly and confirmed annually by the Council.

The appropriate approved list referred to in paragraph 11.1 (b) shall be a list drawn up by the Clerk and approved by Council but, normally shall be based on the list maintained by the District Council for such works.

Every effort has been made to ensure that the contents of this document are correct at time of publication. The National Association of Local Councils (NALC) cannot

accept responsibility for errors, omissions and changes to information subsequent to publication.

ADOPTED at Full Council on 19th June 2017

Amendments

21st August 2017

to enable the use of cash takings for petty cash, and to replace the cash used with a cheque for the same amount to be banked with Chard Town Council income

20th November 2017

to include the Delegated powers of the Town Clerk to be able to vire up to £1,000.

**Agenda #2020/128 C)
Scheme of Delegation.**



Chard Town Council

Scheme of Delegation

1. All Committees are delegated with the powers and duties shown below (item 3) subject only to the following exceptions.
 - (a) Standing Orders.
 - (b) Any special or general directions which the Town Council may give from time to time.
 - (c) The matters specifically reserved for determination by Full Council as listed below (item 2).
 - (d) Any relevant statutory provisions.

Full Council

2. The following matters shall be determined by the Full Council. ~~Any recommendations from any Committees on any of the following matters shall be accompanied by the comments of the Finance and Personnel Committee.~~
 - (a) The annual budget of all Committees and the precepts on the District Council.
 - (b) Schemes involving capital expenditure, outside that which has already been approved in the annual budget. When a scheme has been approved and the estimated cost agreed by the Full Council the appropriate Committee may proceed with it subject to any tender accepted not exceeding the approved estimate.
 - (c) To control the Town Council's finances and insurances and to review the Expenditure and income budgets from time to time.
 - (d) To determine all applications for grants subject to all applications being considered on their merits and in accordance with the agreed grants process.
 - (e) To review Town Council policies, procedures and processes and ensure they are all up to date and compliant with relevant legislation.
 - (ef) The disposal of any freehold land (other than minor adjustments of boundaries).
 - (dg) The granting or taking of a Leasehold interest in any land for a term exceeding twenty years.
 - (eh) The appointment of Committees and representatives on outside bodies.
 - (fi) The appointment of a Town Clerk
 - (gi) The revision of any scale of charges for any service.

(hk) The making of byelaws.

(i) (l) Any matter of major policy or of sufficient interest or novelty that members would wish that it be debated by Full Council.

3. COMMITTEES

The following powers and duties are delegated to the Committee shown subject to the conditions and exceptions referred to in items 1 and 2 above.

(i) **Finance and Personnel Committee**

(a) ~~To submit comments to Full Council on recommendations of Committees on any matters included in paragraph 2 above~~

(b) ~~To review policy and submit reports to Council concurrent with the appropriate Committee on any revision of current policy~~

(ea) To determine all personnel matters, (except any that may be delegated to any other Sub Committee or Working Group) and with the exception of the appointment of Town Clerk, subject only to any personnel matters delegated directly by Full Council to the Town Clerk

(db) To settle disciplinary matters in accordance with the agreed Disciplinary Procedures as set out in the Employee Handbook

(e) ~~To control the Town Council's finances and insurances and to review the expenditure and income budgets from time to time~~

(f) ~~To determine all applications for grants (except any that may be delegated to any other Committee) subject to all applications being considered on their merits~~

~~(c) Receive any grievances (outside those arrangements already contained within the Employees' Handbook).~~

(gd) To authorise, if necessary, an independent professional to conduct any investigations as a result of a grievance or appeal.

(he) To appoint, if necessary, a suitably qualified professional to investigate and conduct the investigations and/or hearing in the event that disciplinary action needs to be taken against the senior officer (Town Clerk)

- (if) To authorise commencement of any action or appeal before an industrial tribunal or in any court

(g) Carry out the Town Clerk's performance appraisal

(h) Authority to dismiss staff failing to satisfactorily complete a probation period.

(ii) Personnel Sub-Committee

- a) ~~Carry out the Town Clerk's performance appraisal~~
- b) ~~Receive any grievances (outside those arrangements already contained within the Employees' Handbook)~~
- c) ~~Hold meetings with the Town Clerk to discuss any issues or concerns and report back to the Finance & Personnel Committee~~
- d) ~~Authority to dismiss staff failing to satisfactorily complete a probation period~~

(ii) Services Committee

(a) Set Guildhall hire charges , allotment rents, market rents, and cemetery fees subject to the approval to Town Council.

(b) Management of the allotment and cemetery.

(c) Manage and monitor the town centre streetscene service.

(d) Policy for management and maintenance of the Closed Churchyard.

(iii) Guildhall and Amenities Committee Property Committee

- (a) Monitor management, repair and maintenance of Guildhall and its contents including use by outside organisations or individuals

~~b) Set Guildhall Charges, allotment rents, market rents, cemetery fees subject to approval to Town Council.~~

b) Monitor, management and maintenance of The Chapels, Jocelyn Park Changing Rooms and outbuilding.

~~c) Management of allotment site~~

~~(d)~~ c) Management of all Town Council recreational and leisure equipment and facilities.

~~Town Centre Streetscene development~~

- ~~d) Provision, siting and maintenance of bins and benches~~
- ~~(e) Policy for management and maintenance of closed churchyard~~
- ~~———Management of all matters relating to the Cemetery~~

(iv) **Planning and Highways Committee**

- (a) Consideration of all planning applications and planning matters affecting Chard
- (b) Street Naming and House Numbering
- (c) Traffic Regulation Orders
- (d) Street Lighting and Highway Obstructions

4. The following matters are delegated to the Town Clerk subject to the conditions and exceptions referred to in items 1 and 2 above.

- (a) General control and discipline of Town Council employees in accordance with the Employee Handbook.
- (b) Appointment of staff to attend courses and conferences.
- (c) Discretion to agree up to five days special leave with pay in any one year for compassionate or other grounds i.e. bereavement, family illness, (compassionate leave in excess of five days up to ten days is subject to approval of the Mayor, Chairman of ~~Finance and The~~ Personnel Committee ~~and Personnel Sub Committee~~).
- (d) (i) Use of Mayor's Parlour and Town Hall and related facilities by outside organisations or groups associated with public service (excluding any political organisation) for meetings only, subject to any use being restricted to Town Council Office hours and to such use being also restricted to local or identifiable organisations.

(ii) Use of the Mayor's Parlour and Town Hall free of charge for meetings of groups of Town Councillors, provided that such meetings are directly related to Town Council business.
- (e) Town Clerk granted reasonable discretion to refuse to accept items for inclusion through the Council's internal post where they are:
 - (i) Political, or
 - (ii) Deal with opposing or supporting decisions on items not directly the concern of the Town Council and/or where the Town Council has not reached a view.

- (f) Where it is impracticable to refer a Planning Application to the Planning and Highways Committee, The Town Clerk is authorised to respond on behalf of the Town Council following consultation with all of the relevant Ward Members and the Chair of the Committee
- (g) Where it is impracticable to refer a request for street naming to the Planning and Highways Committee, The Town Clerk is authorised to respond on behalf of the Town Council following consultation with all of the relevant Ward Members and the Chair of the Committee
- (h) Arrange insurance cover for community events that are partnering with the Town Council under the Council's insurance policy providing any additional premium does not exceed a limit of £250.00
- (i) Authority to refuse a booking for the Guildhall in consultation with the Mayor, Deputy Mayor and Chairman of the ~~Guildhall & Amenities~~ Property Committee.

(j) Delegated spending limits in line with financial regulations.

5. Urgent Business

Unless otherwise provided, the Town Clerk shall, from time to time, after consulting the Chairman of the Committee concerned (or, in his/her absence, the Deputy Chairman of the relevant Committee); the Mayor (or, in his/her absence, the Deputy Mayor) and where appropriate the Ward Member, take all necessary steps for protecting the interests of, or advancing the business of the Town Council, providing that action taken shall in all cases be reported to the next appropriate meeting of the Full Council.

6. Policy

- (a) No member shall attend a meeting of another local authority or body as a representative of the Town Council unless he/she has been formally appointed by the Town Council as its representative.
- (b) Any member appointed by the Town Council to attend a meeting of another authority or body shall only represent the views of the Town Council at that meeting unless he/she makes it clear that the views expressed are his/her own and not necessarily representative of the Town Council
- (c) Attendance records of members be produced on an annual basis for submission to the Annual Town Council meeting
- (d) Where appropriate, reports to Committees and Town Council should include a Town Clerk's recommendation.

(e) All reports to Committees or Town Council to indicate the financial implications of the items and if there were no financial implications that should also be stated.

(f) A budget update report be submitted to the Full Council ~~and Finance and Personnel Committee~~ at each meeting

- (g) In all instances where Town Council property is vandalised the Council should, as a matter of policy, always endeavour to recover the full costs from the person(s) responsible to avoid costs falling on local council taxpayers. It should also be reflected in the Council's accounts by allocating the expenditure against the appropriate code for vandalism
- (h) *The Town Council act as consultees for planning matters. District and County Councillors who sit on this Committee reserve the right to amend their views, and decisions, when applications are discussed at District level.*
- (i) Members appointed to the Personnel ~~Sub~~ Committee are required to undertake specific training relating to the Council's obligations as an employer in order to carry out their duties effectively.

Amendments and revisions

Full Council Meeting 16th June 2014 Agenda Item # 80

Authority for Personnel Sub Committee to dismiss employee failing to reach a satisfactory standard/not suitable at the end of a probationary period. [Clause 3 ii (d)]

Full Council Meeting 20th April 2015 Agenda Item # 2015/31

Authority for Finance & Personnel Committee to appoint an independent investigator to conduct grievance and disciplinary hearings and appeals if necessary. [Clause 3 i g/h]

Authority for the Town Clerk to refuse a Guildhall Booking. [Clause 4 i]

Members appointed to the Personnel Sub Committee are required to undertake specific training relating to the Council's obligations as an employer in order to carry out their duties effectively [Policy].

Agenda 2020/128 d)

Full Council – Terms of Reference.

**Full Town Council
Terms of Reference**

PURPOSE

To protect and encourage the future independent character and identity of Chard as a successful, vibrant, attractive town. Providing a safe, healthy, economically prosperous environment for all who live in, work in, and visit the town. To protect and enhance the historic green, open spaces and built environment of the town and its environs.

To ensure that the organisation and finances of Chard Town Council are efficient, effective, open and transparent. To maintain the accountability of Chard Town Council both to the Council and to the wider public.

AIMS

- To provide those local services for which it is responsible in a friendly, efficient, transparent and prudent manner on a sustainable basis and where appropriate, in partnership with other authorities and organisations to ensure that the services are provided in an integrated fashion with minimum overlapping or expenditure
- To provide a supportive working environment for all its employees and members
- To support and strengthen community activities, participation and events
- To encourage and promote the economic and commercial vitality of the town centre and to strive for a pleasant, clean and safe environment throughout the town
- To develop, monitor and review Council policies and functions and review the Council's accounts and finances
- Develop good communication channels for the Council
- Seek ways of developing the skills and knowledge of the Council

Membership

Membership shall comprise all members of the Council

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 (for Full Council 1/3 of membership is 5 Members)

Meetings

The Council shall meet on a monthly basis

The meetings will be open to the public

The Clerk, or alternative council officer, shall attend all Council meetings and shall be responsible for producing accurate minutes of the meetings.

The Council will have the right to convene special meetings in accordance with the Council's standing orders

If the Chairperson is unavailable, then the Deputy Chairperson will chair the meeting.

If both the Chairman and the Vice-Chairman are absent from a meeting, a Councillor shall be chosen by the Councillors present at the meeting and they shall preside at the meeting.

Powers and Duties

Please refer to the Scheme of Delegation for a full list of powers and duties.

- The Town Mayor and Deputy Town Mayor are ex officio members of every Committee and Sub-Committees of the Council with full voting rights
- The Council will consider the annual estimates of expenditure (budget) of the Council and setting an annual precept to be issued upon the District Council. This function may not be delegated to a Committee
- The Council shall approve arrangements to secure the proper administration of the financial affairs of the Council under Section 151 of the Local Government Act 1972 or such other relevant legislation
- The Council shall deal with any matters not specifically referred to any other Committee of the Council
- The Council may approve any payments already made for expenditure which have been previously authorised within Standing Orders or within Financial Regulations.
- The Council may approve, prior to payment, any other items of expenditure
- The Council must appoint a Responsible Financial Officer to manage the Council's accounts
- Councillors must sign a Declaration of Acceptance of Office and an agreement to abide by the Council's adopted Code of Conduct
- To receive the annual Statement of Audited Accounts and the Reports of both the External and Internal Auditors.

The Full Council shall consider the following matters to manage the affairs of the Town Council:

Policy and Procedures

- To elect the Town Mayor and Deputy Town Mayor at the beginning of the civic year.
- To appoint Committees and the members of the Committees
- To appoint or co-opt onto a committee or sub-committee a person (on a strictly non-voting basis) who is not a member of the Council or the committee
- To co-opt new Councillors onto the Council following any uncontested vacancies and to make arrangements as may be necessary for the appointment of a Casual Vacancy for the position of Town Councillor
- To ensure the Council's compliance with the provisions of all necessary legislative requirements
- To agree and maintain staffing levels receiving recommendations from the Proper Officer.
- To review and amend the Standing Orders and the functions and constitution of the committees, sub-committees and working parties of the Council. To receive and review recommendations from the RFO for reviews and amendments to the Financial Regulations.
- To set dates of meetings of the Council and its Committees

- To approve the appointment or nomination by the Council of persons to represent the Council on outside bodies arising during the year
- To take appropriate action on the recommendations of the committees, sub-committees, working parties of the Council as necessary
- To delegate to the Committees powers and duties in accordance with their approved Terms of Reference, or to Officers
- The appointment and dismissal of the Town Clerk
- Council policy and policy objectives
- Council Standing Orders and Financial Regulations
- Council Risk Management Strategy
- Business Continuity
- Council Business Plan
- Council strategic objectives and performance
- To review policy and procedures for internal and external communications
- Develop and overall vision for Chard including supporting appropriate Town projects
- Develop and promote the Council's approach to and relationships with the local Business Community

Finance

- To consider expenditure not within previously approved budgets or to delegate this function to the Town Clerk who may act in accordance with the Standing Orders and Financial Regulations
- To approve the transfer of expenditure within overall approved estimates
- To borrow money for statutory functions and/or any other activity as deemed necessary and appropriate.
- Council's Financial Plan and Strategy
- Monitor the Council's budget and propose the annual budget and precept
- Use of Financial Reserves and Assets Management
- Leasing, Loans and Finance
- Appointment and maintenance of an ongoing relationship with the Council's independent Internal Auditor
- Reporting to the Council's External Auditor
- To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority
- To determine Grant Awards
- Maximise funding for the Council's projects by obtaining match funding or income from other sources

General

- The Council will review these terms of Reference from time to time, taking into account any proposals or recommendations from other committees and determine accordingly
- To oversee the conduct of the Council and the Committees endeavouring to act in the best interests of all residents
- The Council may at any time without prejudice to executive action already taken revoke any executive power delegated to a Committee

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee

The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders

Members of the Council are encouraged to attend training courses as appropriate for them to carry out their functions.

Agenda #2020/128 E)

**Planning and Highways committee Terms of Reference.
Planning and Highways Committee
Terms of Reference**

PURPOSE

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

AIMS

- To ensure that planning matters are exercised in accordance with the legislative and policy requirements of the Council
- To give due regard for the individuals and communities affected, the economic effects, sustainable and environmental impacts
- To actively respond and participate in matters of consultation regarding planning and highways issues

Membership

The Planning and Highways Committee shall consist of up to 10 Councillors, representing each of the six wards in Chard appointed at the Annual Meeting of the Town Council each May.

The quorum of the Committee shall be at least one-third of the whole number of members of the Committee present and in no case less than three members, with at least one officer in attendance.

The appointment of an elected Member as the Chair will be decided at the Annual Meeting of the Town Council

Meetings

The committee shall meet at least on a monthly basis

The meetings will be open to the public

The Clerk, or alternative council officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.

The committee will have the right to convene special meetings in accordance with the Council's standing orders

If the Chairperson is absent from a meeting, **a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

Powers and Duties

Please refer to the Scheme of Delegation for a full list of powers and duties.

The Planning and Highways Committee has no authority to commit expenditure on proper Council business but can make recommendations for approval from the Full Town Council.

The Planning and Highways Committee will work with the Council's Officers to ensure efficient and effective delivery of:

- Representation of the community of Chard Town on major planning issues and to encourage participation in decision making

- Exercise the Town Council's statutory right to be notified of and comment on planning applications
- Identify development opportunities for brown field sites
- Develop a 'statement' protecting heritage of town and its communities
- Develop policies and practical applications to 'green' both existing and proposed developments
- Organise planning training for Council Members
- Be aware when developing land which would normally absorb run off taking into account the potential effects of climate change
- Give due consideration to the importance of archaeology in sensitive areas
- Review highway and parking issues and make representations to the relevant principal authorities
- Continue to play an active part in considering and proposing appropriate names for new roads
- To work with SSDC and other authorities and agencies in considering planning policies and applications within the provisions of the Local Plan for Chard and the Chard Regeneration Plan.

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee.

The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders.

Members of the Committee are encouraged to attend training courses as appropriate for the Planning and Highways Committee.

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Agenda #2020/128 F)
Personnel Committee – Terms of Reference



Chard Town Council
Terms of Reference for

Personnel ~~Sub~~ Committee

Personnel ~~Sub~~ Committee (reporting to Full Council) **Terms of Reference**

~~The committee is a Sub-Committee of the Full Council~~

Key

S.D : Scheme of Delegation

S.O : Standing orders of Chard Town Council

E.H : Employee Handbook

PURPOSE

To support the Town Clerk in the appointment and management of staff. The Clerk's duties and responsibilities to include staff conditions of service and to make recommendations to Full Council where necessary; to authorise dismissal of staff failing to satisfactorily complete a probation period (S.D 3 (ii) (d)); to manage the Town Clerk; to carry out the Town Clerk's performance appraisal (S.D e (ii) (a)); and to receive any employee grievance involving the Town Clerk (E.H 6.5).

AIMS

- To hold meetings with the Town Clerk to discuss any issues or concerns relating to personnel matters and to report back to the Full Council (S.D 3 (ii) (c))
- To support the Town Clerk in ensuring there is an efficient workplace and safe and supportive environment for all employees.

Membership

The Personnel ~~Sub~~ Committee will comprise of ~~three~~ **five** members plus the Mayor. The members of the ~~Sub~~ Committee shall be elected at the Annual Meeting of the council every year in May (S.O 5 j ii) and these members should be either experienced in staff management or have sat on a Personnel ~~the Sub~~ Committee previously.

At the Annual Meeting of the Council every year in May the Council shall elect two substitute members of the Personnel ~~Sub~~ Committee to replace the ordinary members at a meeting of the ~~Sub~~ Committee if the ordinary members of the ~~Sub~~ Committee confirm to the Proper Officer one day before the meeting that they are unable to attend

(S.O 4 d v). ~~and t~~ Those members should also either be experienced ~~sd~~ in staff management or have sat on a Personnel ~~the Sub~~ Committee previously.

The quorum of the ~~sub~~ committee is no less than three members present.

The Chairman of the ~~Sub~~ Committee shall be elected at the Annual Meeting of the council every year in May.

The ~~Sub~~ Committee will meet with the Proper Officer monthly and the dates shall be included in the published schedule of meetings. Additional meetings may be arranged on one day's notice if required (S.O 4 d viii).

Due to the confidential nature of these meetings they will not be open to the public to attend (S.O 4 d v, S.O 19 d) but minutes of the meetings will be kept by the Proper Officer and agreed by the Personnel ~~Sub~~ Committee members and a report given to the subsequent Full Town Council meeting by the chairman of the Personnel ~~Sub~~ Committee.

Powers

The ~~p~~Personnel ~~sub_e~~Committee shall have the powers set out in the Scheme of Delegation 3 (ii) and the following powers:

- To authorise the Town Clerk's timesheet
- To authorise in advance the Town Clerk's annual leave and TOIL requests.
- To carry out the Town Clerk's performance appraisal and any review.
- To line manage the Town Clerk.

Duties

The Personnel ~~Sub~~ Committee shall have responsibility of ensuring the timely reporting by the Town Clerk to Full Council and to make recommendations for approval where appropriate on the following matters:

- To supervise and undertake all necessary activities in connection with the management of the Town Clerk including organising appraisals, training, motivation, discipline and management of salaries and conditions of employment in keeping with the policies of the Council.
- Appoint HR support where necessary
- To receive reports and recommendations from the Town Clerk with respect to the day to day management of Town Council Staff
- To keep the staffing structure under review
- To agree job descriptions and person specifications prepared by the Town Clerk.
- Oversee the recruitment and appointment of staff
- Ensure induction and probation of all new staff is carried out.
- To maintain the Employee Handbook and any other relevant policy documents pertaining to employees and undertake a review on an annual basis.

- To review new employment contracts and changes to contracts
- To monitor the training needs identified by managers for all staff members and that the Town Council appropriately invests in the future development of its officers and staff
- To review performance management assessments (including appraisals) for all staff and monitor outcomes
- To review salary, pay scales including discretionary elements of pay arising from the annual appraisal process.
- To keep under review staff working conditions and health and safety matters
- To receive reports from the Proper Officer regarding staff attendance and support the Proper Officer in addressing regular or sustained staff absence.
- To consider, and bring to a final conclusion any matters emanating from Grievance and Disciplinary procedures contained in the Employee's Handbook applicable to the Town Clerk`
- To consider with the Town Clerk, and staff concerned, any issue relating to staffing levels and re-grading, pay levels and staffing structures and make recommendations to Full Town Council.
- To annually review the Training Statement of Intent for Chard Town Council staff and councillors
- To resource appropriate staffing levels to deliver services
- The grading of staff and levels of remuneration, using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions for Clerks in line with the Society of Local Council Clerks (SLCC) Model Arrangements
- Recruitment procedures, equal opportunity statements and guidelines on employment practice
- To determine the final stage of appeals with regard to Grievance and Disciplinary procedures and any arrangements required for exceptions
- Resolve complaints about conduct of Council affairs

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee
The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders.

Members of the ~~sub~~-committee are encouraged to attend training courses as appropriate for personnel and HR.

Agenda #2020/128 G)

Property Committee – Terms of Reference

Property Committee

Terms of Reference

PURPOSE

To manage, maintain and enhance the Guildhall building, including maximising the continued use of the building by external groups.

AIMS

- Oversee the maintenance and continued improvement of the Guildhall building
- Ensure that the current high standard of community services and facilities are maintained and to introduce improvements where possible
- To consider Chard resident's well being and the future preservation of the Town

Membership

The Property Committee shall consist of up to 10 Councillors appointed at the Annual Meeting of the Town Council each May.

The quorum of the Committee shall be at least one-third of the whole number of members of the Committee present and in no case less than three members, with at least one officer in attendance.

The appointment of an elected Member as the Chair will be decided at the Annual Meeting of the Town Council

Meetings

The committee shall meet at least on a bi-monthly basis

The meetings will be open to the public

The Clerk, or alternative council officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.

The committee will have the right to convene special meetings in accordance with the Council's standing orders

If the Chairperson is unavailable, a councillor as chosen by the councillors present shall preside at the meeting.

Powers and Duties

Please refer to the Scheme of Delegation for a full list of powers and duties.

The Property Committee has no authority to commit expenditure on proper Council business but can make recommendations for approval from the Full Town Council.

The Property Committee will work with the Council's Officers to ensure efficient and effective delivery of:

Guildhall

- Ensuring the Guildhall is retained as a historic and cultural hub of community life through careful and sensitive management of this Grade II* listed building
- Manage, maintain and enhance opportunities that facilitate the continued use of the Guildhall

- Set Guildhall hire charges, subject to approval of Town Council
- Oversee the maintenance and continued improvements to the Guildhall building
- Oversight and management of ICT and systems
- Oversee preparations for and external relationships for Emergency Planning and community safety including CCTV provision

Cemetery Chapels

- Ensuring the Chapels are retained as historically important listed buildings within the community through careful and appropriate management of these assets.
- Manage, maintain and maximise opportunities to facilitate their use for memorial services.
- Set Chapel hire charges, subject to approval of Town Council
- Oversee the maintenance and continued improvements to the Chapels

Jocelyn Park Changing Rooms and brick outbuilding

- Manage, maintain and maximise continued use of the changing rooms and brick outbuilding.
- Set hire charges for the changing rooms and brick outbuilding, subject to approval of Town Council
- Oversee the maintenance and continued improvements to the Changing rooms and brick outbuilding.

Play Equipment

- Manage, maintain and undertake repairs as necessary to the play equipment with the Town Council owned parks.
- Oversee the continued improvements to the play areas.

Street Furniture

- Manage, maintain and undertake repairs as necessary to the Council's street furniture
- Oversee the continued improvements to the street furniture.

Chard Town Council Cemetery Yard Buildings

Manage, maintain and undertake repairs as necessary to the cemetery yard buildings.

General

To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee

The conduct of the meeting (declaration of interests, debate, voting etc) will be governed by the Council's Standing Orders

Members of the Committee are encouraged to attend training courses as appropriate for the Property Committee

Agenda #2020/128 H)
Services Committee – Terms of Reference

Services Committee
Terms of Reference

PURPOSE

To manage, maintain and enhance the range of services provided by Chard Town Council. To ensure that the Town Council plays its full role in promoting the cleanliness, safety and development of the town and its open spaces.

AIMS

- Ensure that the current high standard of community services and facilities are maintained and to introduce improvements where possible
- To consider Chard residents' wellbeing and the future preservation of the Town

Membership

The Services Committee shall consist of up to 10 Councillors appointed at the Annual Meeting of the Town Council each May

The quorum of the Committee shall be at least one-third of the whole number of members of the Committee present and in no case less than three members, with at least one officer in attendance

The appointment of an elected Member as the Chair will be decided at the Annual Meeting of the Town Council

Meetings

The committee shall meet at least on a bi-monthly basis

The meetings will be open to the public

The Clerk, or alternative council officer, shall attend all Committee meetings and shall be responsible for producing accurate minutes of the meetings.

The committee will have the right to convene special meetings in accordance with the Council's standing orders

If the Chairperson is unavailable, then a councillor as chosen by the councillors present shall preside at the meeting.

Powers and Duties

Please refer to the Scheme of Delegation for a full list of powers and duties.

The Services Committee has no authority to commit expenditure on proper Council business but can make recommendations for approval from the Full Town Council.

The Services Committee will work with the Council's Officers to ensure efficient and effective delivery of:

Guildhall

- Manage, maintain and enhance opportunities that facilitate the continued use of the Guildhall
- Set Guildhall hire charges subject to approval of Town Council
- To retain and manage the Local Information Centre.

Amenities

- Ensure that the work schedule for the Amenities Team is fit for purpose and is sufficiently pro-active to accommodate required changes
- Ensure that the parks, cemetery, horticultural provision, street cleaning and allotments are managed and maintained to a high standard
- Identify and procure new land/locations for Leisure/Allotments/Cemetery purposes
- Achieve and exceed where possible the legislative requirements for access to all leisure facilities on all equality and diversity grounds
- Identify the needs of the community and provide suitable services and facilities to meet those needs where possible
- Policy for management and maintenance of the Closed Churchyard
- Encourage a consistent take-up of the allotment provision, instilling a strong sense of ownership and pride in allotment holders
- Design and implement improvements to all leisure and horticultural services
- Keep under review all existing contracts and business arrangements and to seek new business
- Maintain and improve existing partnership working with external organisations and be open to new ventures
- Set allotment rents, market rents and cemetery fees subject to the approval of the Town Council.
- Manage, maintain and undertake repairs as necessary to the cemetery memorials owned by the Town Council

Market

- To promote and manage the indoor and outdoor markets.

General

- Review and monitor the committee's work as listed in the Forward Plan
- To prepare and submit for the Council's consideration estimates of expenditure for each forthcoming year for matters pertaining to the responsibility of the Committee by the end of October

Rules and Regulations

The Councillor's Code of Conduct will apply to all members of the committee

The conduct of the meeting (declaration of interests, debate, voting etc.) will be governed by the Council's Standing Orders

Members of the Committee are encouraged to attend training courses as appropriate for the Services Committee.

Agenda 2020/129

Policy and Governance –

- A) To appoint a new Chair for the Planning and Highways Committee
- B) To appoint members of the Planning and Highways Committee.
- C) To appoint members of the Personnel Committee.

Agenda # 2020/130

Town Clerk – Guildhall/Town Council reception (to receive and note report).

2020/130

Town Clerk – Review of Guildhall/Town Council reception (to receive and note report).

Purpose and Context of Report

Due to the impact of the current Covid-19 pandemic, whilst generally looking at risk assessment guidance for the re-use of the whole building, I have started to investigate options for the current reception area at the front of The Guildhall. Primarily I am looking at risk assessment guidance to ensure that reception staff are able to return to work in a safe environment. Furthermore, that visitors can also use the reception area safely.

Councillors may recall that in 2018, the Guildhall and Amenities Committee had resolved (agenda no: 2018/63) to explore via the Guildhall working group, the removal of the front desk and how best to utilise the LIC space, which was formerly the Tourist Information Office. The clear aim was for this space to become the face of Chard Town Council. It is considered that this resolution would tie in favourably with the current review of the reception area.

The current reception area and desk sits adjacent to the Local Information Centre (LIC). As with the Town Council reception, this has been closed since the lockdown was brought in towards the end of March 2020. It is considered that the LIC room would be a more appropriate, safe and welcoming environment for the Town Council reception.

There is a front door that leads directly from the street into the LIC and the internal side door can be closed/locked. Bringing the current LIC desk forward to be located more centrally, running across the whole width of the room with a hatch and protective screens would provide a safe environment for staff. Providing another desk adjacent to the reception desk would provide a 2 metre safe distance between the member of staff and customer. With a protective screen in between, it is considered that this would provide a safe reception area and less imposing than the current reception area. Depending upon the future situation of LIC volunteers, there would also be sufficient room to enable LIC and member of staff to work safely if that was required.

I am currently exploring what sections of the current reception desk we can re-use and costs for the above work. In addition, how the adjoining rear office room could be best utilised as part of the review of this whole area at the front of the building.

Aside from the above improvements, it is considered that removal of the existing large front desk would free up space at the front of the building for other users.

Town Clerk.