



# MINUTES OF THE EXTRA-ORDINARY MEETING OF THE PARISH COUNCIL HELD AT 7:30pm ON MONDAY 3<sup>rd</sup> FEBRUARY 2020 AT BANWELL YOUTH & COMMUNITY CENTRE

**PRESENT:** Councillors: Paul Blatchford (Chairman), Phil Adams, Phil Baird, Karen Bartlett, Steve Davies, Paul Harding (Vice-Chairman), Nick Manley and Maggie McCarthy.  
**IN ATTENDANCE:** Mrs Liz Shayler (Clerk) & two members of the public.

The Chairman, Paul Blatchford, opened the meeting by welcoming everybody

**019/20 To receive apologies for absence (agenda item 1)**

Apologies were received from District Cllr Harley.

**020/20 To receive members' declarations of interest on any agenda item (agenda item 2)**

No declarations of interest

**021/20 To approve as a correct record, the minutes of the meeting of the Parish Council on the 20<sup>th</sup> January 2020 (agenda item 3).**

**Resolved** – That the minutes of the Parish Council meeting held on the 20<sup>th</sup> January 2020 be approved as a correct record of the meeting.

**The resolution was correctly proposed and seconded (unanimous).**

The minutes of the meetings were signed by the Chairman as a correct record.

**022/20 To discuss the VE Day Memorial and agree a way forward (agenda item 4)**

The Clerk updated the meeting that she had spoken to the Insurance company who had said that whilst generally signs do not take away liability then a sign 'Memorial Tree, Please Do not Climb' might be appropriate to alert the public it is a memorial tree and encourage people not to climb it.

The Council discussed the present situation and felt it would be inappropriate to put a 'Do not Climb' sign on the VE Day Memorial tree.

**023/20 To receive the Clerk's report/Exchange of information: (agenda item 5).**

**(i) Town & Parish Forum 12<sup>th</sup> Feb held in conjunction with ALCA, Town Hall, Weston.**

The Parish Council were informed that Cllr Parry had offered to attend on behalf of the Council.

**025/20 To receive an update on the current agreement with Wessex Water (agenda item 6)**

The Clerk had received communication from Wessex Water that due to present circumstance they would not be in a position to review the Counterpart Lease until the new financial year.

**026/20 To authorise bills for payment (agenda item 7)**

**Resolved:** To authorise bills for payment of £2025.42 Cllr Harding and Cllr Baird to authorise the BACs payments.



**Bills for Payment - 18th November to 2nd December 2019**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount		Minute agreed	Power
VDD	Calor Gas	Standing Charge	£14.71	£0.74	<b>£15.45</b>		27/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	Cathedral Leasing	Hygeine Services	£129.99	£26.00	<b>£155.99</b>		274/19	
BACs	Bridget Bowen	Internal Audit	£200.00		<b>£200.00</b>		160/19	
BACs	DS Securities	Annual monitoring charge for the YCC intruder alarm	£495.00	£99.00	<b>£594.00</b>		007/20 (ii)	
BACs	DS Securities	Annual maintenance charge for the YCC monitored fire alarm <b>Total £912</b>	£265.00	£53.00	<b>£318.00</b>		007/20 (i)	
BACs	Liz Shayler	New PC Laptop	£449.99	£89.99	<b>£539.98</b>		008/20	
BACs	SLCC	Renewal	£202.00		<b>£202.00</b>			
		<b>Totals</b>	<b>£1,756.69</b>	<b>£268.73</b>	<b>£2,025.42</b>			

Facilitator: Centre for Sustainable Energy

Attendees: Parish and town Councillors, clerks and residents. Max 5 per parish.

9:30 – 10:00 Arrivals and refreshments

10:00 – 10:25 Introductions

Introduction to the day, agenda, ground rules

**Presentation - The Climate Emergency context**

10:25-10:40 Facilitated discussion Local impacts of the climate emergency.

10:40 – 11:25 **Future Visioning Exercise**

**Looking back from a zero-carbon future to imagine the policy, mitigation and adaptation measures that got us there**

11:25 – 11:40 Tea Break

11:40 – 12:40 **Presentations**

**Developing Renewable Energy Projects  
Energy Efficiency in Our Buildings**

12:40 – 13:25 Lunch

13:25 – 14:35 **Action planning exercise**

**Analysing our levers of influence to achieve maximum progress towards the changes needed. Participants will work ‘world café’ style to develop a high level, ambitious action plan covering:**

- **Direct control** - Council’s own activities (buildings, staff practices, etc)
- Procurement & Commissioning – Influence over non-council suppliers of equipment and services
- **Engaging** - Making national and global issues locally relevant and to motivate effective individual and collective responses, providing civic leadership, encouraging behaviour change, leading by example.
- **Convening** - Bringing people together to create and support effective partnerships across sectors to develop shared purpose and co-ordinated efforts and communications
- **Showcasing** - Demonstrating, promoting and rewarding good practice

14:35 – 14:50 Tea Break

14:50 – 15:35 **Presentations**

**Informing and Supporting Your Community  
Fundraising**

15:35 – 15:50 **Key asks for district and county councils**

**Working up a list of the key areas where parishes and towns can support the upper tier councils, and vice versa.**

15:50 – 16:00 Wrap up and close

## Environmental Projects budget

Currently the remaining budget is - £3425

I have received a request from a couple of parishioners about the footpath between Eastermead Lane and the Football Club.

Annually I speak to Adrian Woolcott the Footpaths and Open Spaces Officer at North Somerset to determine any work that needs to be done around the village in which we talked about the parishioners request.

Below are his suggestions;

1. Path from Riverside, via the Football club, to Eastmead Lane, AX3/9. I can arrange for the supply of 15ton of 'type one' stone at a delivered cost of £13 ton, £195.

I estimate about a third of the stone would be required to cover the footpath so perhaps we could split the costs 50/50 with the Parish Council and anything left over can go to the Football club if they're able to arrange for the stone to be laid on the path. I can also supply sufficient plastic membrane for the length of the path. Please let me know if this is acceptable then I'll organise delivery.

2. Permissive path, east of AX3/17 top of Hill path to Warren Cottage. I've spoken with Mr Heal and Jim Weston about this route. Both are happy for the two stiles to be replaced with metal pedestrian gates. As it's a 'permissive route' I would be unable to allocate any North Somerset Council funds but could arrange for our volunteers to undertake the installation. After our small discount the gates are £118 each so the two would cost £236.

3. Two additional Public Footpath Signs (£30 x 2) and a permissive path sign (free) to go on Banwell Hill we could split the costs 50/50 with the Parish Council.

Total cost to the Parish Council for projects 1 & 2 would be **£363.50** so please get back to me once the Parish have considered the matter and I'll make the necessary arrangements.

## Scout request

2018/2019 request of £1500 (see attached) – Council resolution May 21<sup>st</sup> 2018

(i) **Banwell 1<sup>st</sup> Scout Group**

**Resolved:** To agree a donation from the New Solar Banwell Fund of £750 to Banwell 1<sup>st</sup> Scout Group for environmentally friendly ovens on production of receipts.

**The resolution was correctly proposed and seconded (Unanimous)**

Due to build not going ahead the grant was never paid out.

2019/20 request £1000 (see attached) – Council resolution July 15<sup>th</sup> 2019

(i) **1<sup>st</sup> Banwell Scouts**

**Resolved:** To ask the Scouts to make an application once the building work has been started and costs for the kitchen are known.

**The resolution was correctly proposed and seconded (Unanimous)**

The Scouts have requested whether this could go back on the agenda so that they can begin to allocate money to various project budgets.

We have solar panel money left from last year and have not spent any of this years. The current budget for this year's environmental grants is £2500.

## BANWELL PARISH COUNCIL - GRANT APPLICATION FORM

Name of organisation	1 <sup>st</sup> Banwell Scout Group
Name on bank account (for cheque payments)	1 <sup>st</sup> Banwell Scout Group
Registered Charity/Charity Number	Yes – 1005333
Contact name	Brian Peat – Trustee
Position with the Group	Executive Member & Trustee
Contact name's home address	Archways, East Street, Banwell BS29 6BW
Contact name's telephone number and email address.	07725427906 brian.peat@outlook.com
Amount and Purpose for which the grant would be used	£1,500 towards replacement cooker and fridge. Environmentally friendly, electric versions.
Number of members in the Group	100 including volunteer helpers, executive members and Trustees
Total spent by the group in the year	2017/2018 (11 months)  Hut maintenance £ 2,600 Mini-bus £ 1,000 Sundry £ 800
Total received by the group in the year	2017 /2018 (11 months)  Lettings £1,700 Fund raising £2,100 Donations £ 550
Main income sources – please itemise	External Lettings of Scout Hut e.g. Zumba classes  Fund Raising e.g. Duck Race, Plant & Book sales  Donations e.g. Banwell PC, Harvest Home
Current bank balance (please state date)	January 2018  (i) Main account - £8,500 (ii) Investment a/c - £6,500
Special/other considerations	Application made for either Parish Council grant or Solar Fund.  As you are aware, the Scout Group are going through a very sensitive time moneywise, both from a lease renewal perspective and the potential new-build of our HQ.  If the proposed investment in a new HQ proceeds, Scouting are very uncertain of their future liabilities.

Whilst attempting to be pro-active, it has not been possible to build a clear investment position with the Trustees.

Scouting have therefore minimised their expenditure over the past few years which is reflected in the build-up of Bank balances.

Whilst retained bank balances appear high, they are dwarfed by potential liabilities. The Scout Group have therefore taken a very frugal position until we have a clearer understanding of future developments and funding.

Our grant application is for replacement of old / tired kitchen equipment with new 'energy efficient' models which could equally operate from a new HQ kitchen!

**BANWELL PARISH COUNCIL - GRANT APPLICATION FORM**

Name of organisation	1 <sup>st</sup> Banwell Scouts
Name on bank account (for cheque payments)	1 <sup>st</sup> Banwell Scouts
Registered Charity/Charity Number	Yes – 1005333
Contact name and position with the group	Laurence Pole, Executive Member
Contact name's home address	Summer Lea Cottage, 4 High Street, Banwell BS29 6AA
Contact name's telephone number and email address.	07968 791 372 laurence@avoeng.com
Purpose for which the grant would be used and who will benefit from it (in particular in reference to Banwell residents).	Purchase of kitchen equipment for proposed scout hut, particularly dishwasher and crockery/cutlery
Describe the evidence you have obtained that shows a need for the grant.	Please see 'Special/other considerations' below
Grant amount being requested including a breakdown of costs.	£1,000.00 £600 for A+++ dishwasher with remainder for replacement crockery
Number of members in the Group	100 including volunteer helpers, executive members and trustees
Total spent by the group in the year <small>(Any figures should be for the last financial year of the organisation).</small>	2018/2019 Hut maintenance/running £3,046.65 Mini-bus £3,137.51 Sundry £346.64
Total received by the group in the year	£6,273.97
Who has also been approached for funding for this project.	N/A
Main income sources – please itemise <small>(A summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited).</small>	2018/2019 Donations £870.55 Lettings £3326.50 Fundraising £2,076.92
Current bank balance (please state date)	All amounts as at 31/03/19 Main account £12,868.95 Investment account £6,550.18

<p>Special/other considerations</p>	<p>Application made for either Parish Council grant or Solar Fund.</p> <p>The proposed replacement scout hut is progressing well, planning permission has been granted, potential building contractors identified and issued with tender documents.</p> <p>As previously if the proposed new HQ proceeds, Scouting face significant financial liabilities. While the main construction cost is to be met by very generous benefactors, in order to fully realise the potential of the new building both for Scouting and as an asset for the wider community it is the opinion of the executive committee that the building should have well equipped modern kitchen facilities.</p> <p>With the replacement hut becoming more of a reality over the last 12 months Scouting have continued to minimise expenditure on existing hut maintenance and have taken a frugal approach to other expenditure, this is reflected in the build up of bank balances.</p> <p>Whilst retained bank balances appear high, they are dwarfed by potential liabilities.</p> <p>This grant application is for the purchase of an energy efficient dish washer and replacement crockery and cutlery.</p>
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I declare that to the best of my knowledge the statement made in this application form, including any accompanying sheets, are true.

Signature.....Laurence Pole..... Date 27/06/19.....  
 (Electronic submissions can use electronic signatures)

This form should be submitted to the Parish Council either by email: [clerk@banwellparishcouncil.org.uk](mailto:clerk@banwellparishcouncil.org.uk) or to the Parish Office, Banwell Youth and Community Centre, West Street, Banwell. BS29 6DB.

### Churchill & Langford Minibus Society

To trial a new monthly service from Banwell to various locations including; Cribbs Causeway, Clarks Village, Bath, Taunton, Nailsea / Clevedon, Sanders & Burnham-On-Sea.

Currently there has been an ad-hoc service run quarterly. This has proved very popular and so a regular monthly service is suggested to the above locations on rotation.

I have been in contact with the Minibus society and they are currently changing the timetable and associated information to explicitly show where Banwell residents would be able to join the current regular weekly / monthly trips. They will also be creating a flyer giving the Banwell only trips suggested above.

The costs of the trips are below.

- Cribbs Causeway - £59.00
- Clarks Village, Street - £55.00
- Bath - £66.00
- Taunton - £70.00
- Nailsea or Clevedon - £33.00
- Sanders & Turnham-On-Sea - £33.00

In total this is £316 for 6 months £632 for a year. This would be the price if the bus was empty and does not take account of the charge to the users.



Head Office: Can Do 4 You Limited, 10 High Street, Wells, Somerset , BAS 2SG Tel/Fax:  
 01749 673298 E-mail: sales@cando4you.com  
 Web sites: www.cando4you.com www.saddlers4you .com VAT No.: 811 0587 59

### QUOTE

<b>Shop No.</b>	<b>003</b>	<b>Order No.</b>	
<b>Date:</b>	23/01/2020		
<b>Name:</b>	LIZ SHAYLER - BANWELL PARISH COUNCIL		
<b>Address:</b>			
<b>Delivery Address:</b>	TO COLLECT		
<b>Telephone No.:</b>	01934 822441		
<b>Email:</b>			
<b>Payment Method:</b>			
<b>Terms:</b>			

CALCULATION				
QTY	REF	ENGRAVING PRODUCTS	UNIT PRICE	PRICE
1	103-TZ028G	PAPERWEIGHT	18.99	£ 18.99
	(SWATKINS)			
		<b>TOTAL RETAIL PRODUCTS:</b>		<b>£ 18.99</b>
QTY	REF	ENGRAVING	UNIT PRICE	PRICE
1		ANNUAL ON SHIELD	5.00	£ 5.00
1	74 CHARACTERS	PAPERWEIGHT ENGRAVING	20.80	£ 20.80
				£ -
				£ -
		<b>TOTAL ENGRAVING:</b>		<b>£ 25.80</b>
<b>SUBTOTAL</b>				<b>£ 44.79</b>
1	POST		0	
<b>TOTAL INCLUSIVE OF VAT</b>				<b>£ 44.79</b>

## Dog Bin Comparison

Dog Bins	Lining of bin	Capacity	Price excluding VAT	Delivery	Comments	Total
Sirius <sup>1</sup> metal	Metal	40L	£125 (additional coatings available)	£41	Metal box	£166
		60L	£134 (additional coatings available)	£41		£175
Fido <sup>2</sup> 25 plastic	Metal/plastic	25L	£110.95	Free	Currently have	£110.95
35 metal		35L	£217.36 (no liner)		Currently have	£217.36
50 metal		50L	£312.94			£312.94
Retriever metal <sup>3</sup>	Metal strap	50L	£224.20 (no liner)	Free	Shute	£227.20
	Metal	35L (with liner)	£224.79			£224.79
Parrs <sup>4</sup>	Metal with retaining strap	40L (no liner)	£169.00	Free		£159.00

Request has been received to use the allocated Dog Bin budget for next year, this financial year as budget left in Highways projects is £7800.

I would suggest we need a liner to enable it to be disinfected easier. Currently I have assumed all are fixed to a large post (less £4 for a smaller post).

I would suggest Fido 25 for most locations with the Fido 50 perhaps if replacing a popular bin e.g. Knightcott Park / Golling Lane.

Fido 25 x five + Fido 50 = £867.69

Fido 24 x four + Fido 50 x two = £1069.68

<sup>1</sup> <https://www.broxap.com>

<sup>2</sup> <https://uk.glasdon.com>

<sup>3</sup> <https://uk.glasdon.com>

<sup>4</sup> [www.parrs.co.uk](http://www.parrs.co.uk)

## Spring Clean



For the first two years we did it in conjunction with the National Spring Clean but the 2<sup>nd</sup> year we had to postpone due to snow! Then last year we did it later because of the Easter Holidays.

This year the Easter Holidays are the 6<sup>th</sup> until the 19<sup>th</sup> April.

The VE Memorial celebrations are the 8<sup>th</sup> – 10<sup>th</sup> May.



## BANWELL PARISH COUNCIL FINANCIAL REGULATIONS

### INTRODUCTION

In accordance with the requirements of The Accounts and Audit Regulations 2015, the new code of Audit regulations (in force from the 1<sup>st</sup> April 2020) and their subsequent amendments the Parish Council has prepared, considered and adopted formally these Financial Regulations for the proper financial management of all its financial affairs. These regulations will be reviewed annually.

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The Council is required to:

- (a) appoint a Responsible Finance Officer;
- (b) adopt and maintain Financial Regulations and a Financial Risk assessment;
- (c) maintain an effective system of internal audit;
- (d) ensure the efficient use of resources & value for money on all financial matters at all times.

### 1. GENERAL

1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 They form part of the arrangements by which the council discharges its responsibility under the Accounts and Audit Regulations 2015 and its subsequent amendments to ensure: a) that the financial management of the council is adequate and effective and that it has a sound system of internal control, and b) that its accounts comply with proper practices as set out in "Governance and Accountability for Local Councils – A Practitioners' Guide (England)"

1.3 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.

1.4 The RFO shall be responsible for the production of financial management information.

1.5 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.

1.6 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts.

### 2. ANNUAL ESTIMATES

2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.

2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.

Reviewed on 17<sup>th</sup> February 2020

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To be reviewed by February

2021

2.3 No major projects should be undertaken without a detailed feasibility report which will include funding sources, cash flow forecasts and revenue implications for future years. Commitments to capital schemes should not be entered into unless and until the financial consequences have been incorporated in the council's approved budget.

2.4 The Council shall review the estimates not later than the end of December each year and shall fix the precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.

2.5 The annual budgets shall form the basis of financial control for the ensuing year.

### **3. BUDGETARY CONTROL**

3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire between subheads.

3.3 The RFO shall monthly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report the action to the Council as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall only be carried forward to a subsequent year with approval of Council otherwise it will be transferred to the general reserve.

3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

### **4. ACCOUNTING AND AUDIT**

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015 and any subsequent amendments thereto.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval and authorisation by the Council within the timescale set by the Accounts and Audit Regulations 2015 as amended, or set by the Auditor.

Reviewed on 17<sup>th</sup> February 2020~~19~~  
202~~19~~<sub>10</sub>

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To be reviewed by February

4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015, and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of two reports in respect of each financial year.

4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 2015, and any subsequent amendments thereto.

4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

## 5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the agenda for the meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the ~~Councillors authorising the payments~~ ~~chairman of the meeting~~. If ~~more~~ appropriate the detail may be shown in the minutes of the meeting.

5.3 Cheques drawn / BACs payments made on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4 shall be signed / authorised by two members of Council.

## 6. SAFEGUARDING MONEY

6.1 The RFO is responsible is setting up banking arrangements but these and any changes to them, must be approved by the Council. Any arrangements to automatically transfer money between accounts must also be approved by the Council.

6.2 The use of any form of corporate credit card is not permitted.

**Commented [BPC1]:** Did you want to consider a card which can be used to purchase items from Amazon etc...

Reviewed on 17<sup>th</sup> February 2020  
2020

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To be reviewed by February

6.3 Each bank mandate, list of authorised signatures, limits of authority and amendments to any of these, must be approved by the council. Authorised signatories should be rotated on a regular basis.

6.4 The Council will review the arrangements for handling money and its associated risks at least annually. Up to date bank reconciliations shall be presented to each ordinary meeting of the council, with these checked monthly against the bank statements by a nominated Councillor.

6.5 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.

6.6 Invoices for payment should be checked by the Clerk and entered onto a schedule for approval by council. Payments should be made by cheques signed by two authorised members. When ~~the~~ electronic banking is used, ~~arrangements, approved by council, must ensure that at least two people-Councillors will~~ authorise ~~any-the~~ transactions. Urgent payments may, exceptionally, be made by the RFO and two authorised signatories. These should be reported to the next meeting, with appropriate explanations.

6.7 Once approved, signed cheques should be issued or other forms of payment initiated promptly by the RFO.

6.8 Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC.

6.9 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, the Clerk may (notwithstanding para 6.3) take all steps necessary to settle such invoices if a list of such payments shall be submitted to the next appropriate meeting of Council.

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

## 7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting.

## 8. LOANS AND INVESTMENTS

8.1 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.

Reviewed on 17<sup>th</sup> February 20~~19~~<sub>20</sub>

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To be reviewed by February

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 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.

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

## **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 annually, following a report of the RFO.

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 quarterly.

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

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

10.1 Before placing an order or making a purchase steps should be taken to ensure that the council is paying a competitive price and achieving good value for money. Wherever possible quotes should be obtained from 3 sources. Where the estimated cost exceeds £4,000, formal written quotes should be sought.

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10.2 Longer term contracts for the supply of services such as gas, electricity, water and telephones should be regularly reviewed to ensure that the best terms are being obtained with regard to tariffs and supplier. Other ongoing arrangements such as with professional advisers, banks, insurance providers, maintenance contractors etc., should be reviewed at least every three years and a report prepared for council on how best to ensure continuing value for money. Everyone involved with the council should be aware of the need to achieve value and increase efficiency and should bring relevant issues to the attention of the Clerk and the council.

10.3 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.

10.4 Orders should be placed by the RFO or other officer approved by him/her as the appropriate budget holder. Before committing the council, the RFO should check that funds are available within the budget and that the council has the necessary power to incur the expenditure.

10.5 Orders should only be placed for goods and services that will be used by the council for its own purposes.

10.6 For capital projects and other contracts estimated to cost less than £25,000 the council's contract standing orders should be followed.

10.7 Where, in accordance with these standing orders, contracts with a value over £25,000 are advertised, the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

## 11. CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency, provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewerage and telephone services;
- (ii) for specialist services, such as are provided by solicitors, accountants, surveyors and planning consultants;
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

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(b) Where it is intended to enter into a contract with a value over £25,000 it must be advertised; the information should also be published on the government's Contracts Finder system. Details of the award of a contract over £25,000 should also be published on Contracts Finder. (*Public Contracts Regulations 2015*).

(c) When it is to enter into a contract 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 three quotations (priced descriptions of the proposed supply); where the value is below £4,000 and above £2,000 the Clerk or RFO shall obtain a minimum of 2 estimates. Otherwise, Regulation 10 (2) above shall apply. A minimum of one written quotation shall be obtained where the estimated value of a proposed purchase or related purchases exceeds £500 but is less than £2,000 and where legislation so requires

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

(e) Where the estimated value of a quotation or estimate is more than £4,000, the Clerk shall require that such quotations or estimates are returned in a specifically marked sealed envelope and that such envelopes remain sealed until they are opened by the Clerk in the presence of a member of the Parish Council.

(f) If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

(h) 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.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS**

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

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### 13. CONSULTANTS & CONTRACTORS

13.1 All consultants and contractors shall be required to carry a level of insurance appropriate to the level of risk of works being carried out with a minimum of £1,000,000 public liability cover

### 14. STORES AND EQUIPMENT

14.1 The Clerk shall be responsible for the care and custody of stores and equipment.

14.2 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.

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

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

### 15. ~~ASSETS PROPERTIES AND ESTATES~~

15.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned 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 Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.

15.2 No 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 £50.

15.3 Items of equipment should be recorded on an inventory list, which should be checked periodically by the RFO. If a stores system is operated proper procedures for receiving, storing, issuing and valuing stock items should be followed as determined by the RFO in accordance with good practice.

15.4 For the purpose of the asset register the Council has set a de minimus limit of £100 for which assets are not recorded on the register this excludes land, historical artefacts and assets with a replacement value of over £100.

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### 16. INSURANCE

16.1 Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers.

16.2 The Clerk shall give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

16.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

16.4 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.

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15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

## **17. RISK MANAGEMENT**

17.1 The Clerk / RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity, the Clerk / RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2015, and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

## **18. CHARITIES**

18.1 Where the Council is sole trustee of a charitable body, the Clerk / 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 / RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

## **19. REVISION OF FINANCIAL REGULATIONS**

19.1 It shall be the duty of the Council to review the Financial Regulations of the Council annually.

## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Financial Prudence and Probity - Potential damage to Council reputation</b>	1	Parish Council/ Employees/ Parishioners	Monthly budget monitoring statements. Regular scrutiny of financial records by the appointed internal auditor and proper arrangements for the approval of expenditure. Quarterly returns to HMRC. Internal Audit Assurance.	
<b>Financial Loss/ Fraudulent Activity</b>	2	Parish Council/ Parishioners	Monthly Councillor audit to check invoices against appropriate cheque stubs. Two Councillors to, sign each cheque /authorise each BACs payment. Invoices to be checked before signing / authorising and cheque stubs and invoices to be initialled. Council to ratify and authorise all payments at ordinary meetings. All financial obligations to be resolved and clearly minuted before any commitment. Direct debits / Standing Orders only approved on the bank account on instruction of the full Council. Internal Audit to check VAT entries on invoices against VAT to be claimed from Custom & Excise and amount recorded in the current account statement. Monthly bank reconciliations should be undertaken as soon as practicable following receipt of bank statements in order to maintain effective control. Weekly back-up of all financial information held. No petty cash is held. All cash/cheques and non-negotiable money to be banked as soon as possible. Receipts issued for cash payments. Security of cash receipts requiring banking.	
<b>Probity of Parish Councillors</b>	4	Parish Council Reputation	Remind Councillors at each meeting of the need to consider each agenda item and decide whether to declare an interest. Remind Councillors that they need to review their entry in the 'Statutory Register of Members' Financial and Other Interests' register at least annually. To provide the North Somerset Monitoring Officer with details, within 28 days of receiving any gift or hospitality, over the value of £25.	

## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Adequacy of Precept</b>	4	Parish Council/ Parishioners	Ensure adequacy of annual precept through sound budgetary arrangements. Monthly budget updates with detailed budgets yearly comparison in the autumn. Draft budget and precept requirement to be on December PC agenda and agreed in January.	
<b>Insurance – Adequate for PC Risks including assets</b>	6	Parish Council/ Parishioners	Annual Review of the Council’s insurance requirements to ensure it is at an appropriate level for all liabilities/assets. Weekly visual checks made on play equipment by members of the Parish Council. Asset register to be kept up to date.	
<b>Financial Regulations</b>	3	Parish Council/ Parishioners	Annually Review of the adequacy of the Regulations.	
<b>Reserves</b>	6	Parish Council/ Parishioners	Ensure that an adequate level of reserves is maintained through the budget setting process. A reserves policy	
<b>Cemetery Fees</b>	4	Parish Council	Ensure fees charged cover all costs as well as contributing to the cost of an extension. Fees reviewed annually	
<b>ASSETS</b>				
<b>Protection of the Council’s physical assets</b>	6	Parish Council/ Parishioners	Buildings insured for all risks and theft (Children’s Centre, cemetery shed and wall). Street furniture insured. Office equipment insured. Kept in locked office. Street lighting maintained by Weston Rail Services. Weekly checks of defib.	Keep adequacy of insurance cover under review annually.
<b>Maintenance of buildings</b>	6	Parish Council/ Parishioners	North Somerset Council responsible for maintenance of Children’s Centre. Village Hall maintained by the Village Hall Committee. Parish Council to contribute to maintenance as necessary.	North Somerset to hand over the building. Ensure agreed maintenance has been / will be carried out.
<b>Security of buildings</b>	6	Parish Council/ Parishioners	North Somerset Council responsible for security of Children’s Centre. CCTV and entry controls in place. Village Hall responsible for security of Village Hall. CCTV and entry controls in place	As above

## BANWELL PARISH COUNCIL FINANCIAL RISK ASSESSMENT

Issue and Risk Identified	Risk Rating	Those at Risk	Current Controls	Possible Further Action
<b>Cemetery – Memorial Safety</b>	6	Parish Council/ Parishioners	Annual topple check completed by cemetery and memorials committee. Ensure compliance with Cemetery Regulations and Cemetery and Memorials Policy. Annual review of Cemetery Regulations and Cemetery and Memorials Policy.	Arrange training for Cemetery and Memorials Committee.
<b>Cemetery – filling of all currently available space</b>	6	Parish Council/ Parishioners	Attempts to identify land for a cemetery extension have been ongoing for over 20 years.	Identify and secure a suitable site as soon as possible.
<b>Allotment site</b>	1	Parish Council/ Parishioners	Site established in 2010. Cllr serves as member of Allotment Society Committee. Two leases with the Parish Council. One between the Parish Council and the Allotment Society, one with the Landowner and the allotment society.	
<b>Recreation Ground and Riverside Play Area including risks to users</b>	9	Parish Council/ Parishioners	Rec Ground / Riverside play equipment, gates, fencing and surfaces insured. Visual weekly checks of play equipment by a competent person. Annual independent checks made on condition/safety of all play equipment by a ROSPA inspector.	
<b>Risks to third parties from Council assets</b>	9	Parish Council/ Parishioners	Public liability insurance in place. Action taken on ad hoc basis to repair/replace assets as required. 6 yearly structural/electrical safety testing of all streetlights last carried out in 2017. Annual PA Test of all electrical items Annual inspection of trees by a qualified tree surgeon Risk assessments of individual events/activities carried out as necessary. Annual inspection of grit bins, benches, dog bins & flagpoles by a nominated councillor.	
<b>OTHER RISKS</b>				
<b>Employer liability/ Compliance with employment law</b>	4	Parish Council/ Parishioners	Insurance in place. Membership of ALCA/NALC. Clerk is member of SLCC on behalf of the Council.	
<b>Safety of Staff</b>	4	Parish Council/ Parishioners	Office accommodation independently risk assessed.	

## **BANWELL PARISH COUNCIL** **FINANCIAL RISK ASSESSMENT**

<b>Issue and Risk Identified</b>	<b>Risk Rating</b>	<b>Those at Risk</b>	<b>Current Controls</b>	<b>Possible Further Action</b>
<b>Legality of the Council's actions</b>	4	Parish Council/ Parishioners	Membership of ALCA/SLCC Professional advice when required. Appropriate training for Clerk/members.	
<b>Contracts – compliance with law/ensuring value for money</b>	4	Parish Council/ Parishioners	Standing Orders and Financial Regulations in place and reviewed annually.	
<b>Use of contractor's various injuries, etc.</b>	6	Parish Council/ Parishioners & Contractors	Contractor to have public liability insurance cover of £1 million. All contractors asked for Health and Safety Policy. Evidence of registration and licence is obtained. Contractors asked to produce risk assessments for the associated work activities. All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
<b>Use of contractors Incomplete / unsatisfactory workmanship</b>	6	Parish Council	All electricians used are NICEIC registered and contractors servicing gas appliances are GASSAFE registered. Contractors handling sanitary waste, clinical waste, herbicides, pesticides etc are appropriately licensed. Evidence of registration and licence is obtained. Work of all contractors is monitored by a nominated councillor	Design a record for monitoring activities.
<b>Use of Volunteers</b>	6	Parish Council/Members of the council	10 million Public liability provided by Parish Council to cover activities by volunteers Adequate risk assessments.	



## Banwell Parish Council - Standing orders

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## 1. Meetings generally

- Full Council meetings
- Committee meetings
- Sub-committee meetings / Working Party

Although by law working parties do not need to follow statutory guidelines, Banwell PC considers that, where possible, working parties should follow the same rules as for a sub-committee.

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a Bank Holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- ■ d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may only 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 total time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed otherwise by the Chairman of the meeting.
- g A member of the public shall not speak for more than three minutes unless directed otherwise by the Chairman of the meeting.
- 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, however, direct that a written or oral response be given later.
- i Any person wishing to speak should raise their hand and may choose to sit or stand when speaking. The Chairman of the meeting may at any time ask a person to stand when speaking.
- j Any person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- k 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.
- ■ l **Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted.**
- ■ m **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- o **The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- ■ ■ p **Subject to a meeting being quorate, all decisions at a meeting shall be made by a majority of the councillors or non-councillors with voting rights present and voting.**
- ■ ■ q **The Chairman of a meeting may give an initial vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an initial vote.**  
*See standing orders 3(h) and 3(i) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.*

- r **Voting on a matter shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 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. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - v. if there was a public participation session; and
  - vi. the resolutions made.
- t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 2d viii below for the quorum of a committee or sub-committee meeting.*
- v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of 2 ½ hours unless directed otherwise by the Chairman of the meeting with agreement from the council/committee

## 2. 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, any or all members of an advisory committee or a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees, sub-committees, working groups 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 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 2(a) and (c) above, appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 2(a) 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 3 days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which 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-

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- 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.

### 3. 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 the Council shall be held on such day in May as the Council may direct.**
- 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.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an initial 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, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an initial 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 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 2 above;
  - ix. Review and adoption of appropriate standing orders and financial regulations (if not reviewed within the last 12 months);
  - x. Review of arrangements, including any charters and agency agreements, with other local

- authorities and review of contributions made to expenditure incurred by other local authorities;
- 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 (if not reviewed within the last 12 months);
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks (if not reviewed within the last 12 months);
- xv. Consider payment of any subscriptions falling to be paid annually.
- xvi. To agree any monthly direct debits
- xvii. Review of the Council's and/or staff subscriptions to other bodies;
- xviii. Review of the Council's complaints procedure (if not reviewed within the last 12 months);
- xix. Review of the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 (if not reviewed within the last 12 months);
- xx. Review of the Council's policy for dealing with the press/media (if not reviewed within the last 12 months); and
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of Council.

#### 4. 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 seven days of having been requested by to do so by two members of the committee [or the sub-committee], any two members of the committee [or the sub-committee] may convene an extraordinary meeting of a committee [or a sub-committee].

#### 5. 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 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.
- 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 5(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 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 amendment immediately before it is put to the vote.
- o Unless permitted by the Chairman of the meeting, a councillor may speak only once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. in exercise of a right of reply.
- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under Standing Order 5(r) 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.

## 6. Disorderly conduct at meetings

- a **All members must observe the Code of Conduct which was adopted by the Council on 9<sup>th</sup> July 2012 and any subsequent amendments which is reviewed annually.**
- b No person(s) present at a meeting shall persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or **in such a manner as to bring the Council into disrepute.**
- c 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 shall be no longer heard or shall be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- d If a resolution made under standing order 6(c) 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.

## 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 3 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 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.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a) 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(a) above is not clear in meaning, the motion shall be reworded in conjunction with the mover of the motion.
- 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

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include the motion on the agenda shall be final.

## 10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

## 11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose confidential or other sensitive information the disclosure of which would not be in the public interest.
- b Unless approved beforehand by the Council as being in the public interest, councillors and staff shall not disclose confidential or other sensitive information.

## 12. Draft minutes

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) 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 ( ) are a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e 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.

### 13. Code of conduct and dispensations - See also standing order 1(t) above.

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

### 14. Code of conduct complaints

- a Upon notification by North Somerset 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.
- 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 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;

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to be reviewed by February 2021~~19~~

- ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by North Somerset Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Parish Council shall consider what action, if any, to take against that person. 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 or a sub-committee serve on councillors, by email, confirming the time, place and the agenda, provided any such email contains the electronic signature and title of the Proper Officer.**  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them);**  
*See standing order 1(b) above for the meaning of clear days for a meeting of a full council and standing order 1(c) above for a meeting of a committee.*
  - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given notice at least 5 days before the meeting confirming his withdrawal of it;
  - iv. **convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - v. facilitate inspection of the minute book by local government electors;
  - vi. **receive and retain copies of byelaws made by other local authorities;**
  - vii. retain acceptance of office forms from councillors;
  - viii. retain a copy of every councillor's register of interests;
  - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the Council's policies and procedures relating to the same;
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
  - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
  - 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. manage access to information about the Council via the publication scheme; and
  - xv. 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 Responsible Financial Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Council 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 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council’s receipts and payments for the preceding quarter;
  - ii. the Council’s aggregate receipts and payments for the year to date;
  - iii. the balances held at the end of the quarter being reportedwhich shall include a comparison with the budget for the financial year and highlights any actual or potential over / underspends.
- d As soon as practicable after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council’s receipts and payments for the last quarter and the year to date for information; and
  - ii. to the Council, the accounting statements for the year in the form of Section 1 of the annual 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 each councillor before the end of the following month of May. The annual return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 18. Financial controls and procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council’s accounts and/or orders of payments; and
  - v. 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 **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 £4,000 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. tenders to be submitted in writing to the Proper Officer in a sealed envelope, marked 'Tender' which shall not show any company logo or other information that identifies the tenderer;
  - iv. tenders shall be opened by the Proper Officer in the presence of the Chair and at least one other councillor after the deadline for submission of tenders has passed;
  - v. tenders shall be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed £25,000 (or other threshold specified by the Office of Government Commerce) the Council will comply with the Public Contracts Regulations 2015 and EU procurement rules.**

## 19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of the employment committee is subject to standing order 11 above.
- b Subject to the Council's policy regarding absences from work, the Council's Proper Officer shall notify the Chairman of the employment committee or, if he/she is not available, the Vice-Chairman of the employment committee of absence occasioned by illness or other reason and that councillor or the Proper Officer shall report such absence to the employment committee.
- c The Chairman or in his/her absence, the Vice-Chairman and one other member of the employment committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Proper Officer. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the employment committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Proper Officer shall contact the Chairman of the employment committee or' in his/her absence, the Vice-Chairman of the employment committee in respect of an informal or formal grievance matter, and this matter shall be reported to the employment committee and progressed by resolution of that committee (see Grievance Policy).
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Proper Officer relates to the Chairman or Vice-Chairman of the employment committee, this shall be communicated to another member of the employment committee, who shall report it to the employment committee which shall progress the complaint by resolution of the employment committee (see Grievance Policy).
- 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 the Chairman and Proper Officer of the Council shall have 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 if so justified.

## 20. Requests for information

- a 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. (and their subsequent amendments)

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to be reviewed by February 20~~21~~<sup>19</sup>

- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the Parish Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 (and its relevant amendments)

## 21. 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.

## 22. Execution and sealing of legal deeds - *See also standing orders 15(b)(xii) and (xv) 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, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

## 23. Communicating with North Somerset Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) and Link Officer of North Somerset.

## 24. 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.
- b Councillors wishing to resign may do so only by letter / email to the Chairman of the Parish Council with a copy to the Proper Officer. Resignation from the Council is effective immediately.
- c The Chairman wishing to resign from his role must do so only by letter /email to the Proper Officer of the Parish Council. Resignation from the Chair is effective immediately.
- d A member of the Council shall not be appointed Chairman for a period exceeding three consecutive years.

## 25. 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, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c 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.



# Banwell Parish Council

## Lone Working Policy & Guidance

### 1. Introduction

- 1.1. Banwell Parish Council recognises that employees / Councillors on Council business are required to work by themselves in the community sometimes in isolated work areas or out of office hours.
- 1.2. Under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 Banwell Parish Council has a legal obligation to look after the health, safety and welfare of their employees / Councillors. However, employees/Councillors have responsibilities to take reasonable care of themselves and other people affected by their work.

### 2. Scope of the Policy

- 2.1. This policy applies to all situations involving lone working arising in connection with the duties and activities of Banwell Parish Council employees / Councillors.
- 2.2. Lone workers include:
  - Working alone in main place of work / premises.
  - Direct from home workers
  - Working alone in the community / different locations
  - Visiting individuals in their own homes
  - Working outside normal office hours

### 3. Aims of the Policy

The aim of the policy is to:

- Increase employees / Councillors awareness of safety issues relating to lone working.
- Ensure that the risk of lone working is assessed in a systematic and ongoing way.
- Ensure that appropriate training is available so that employees are able to recognise risk and to provide practical advice of safety when working alone.
- Encourage full reporting and recording of any incidents relating to lone working to the Parish Council / Employment Committee Chairman / Vice Chairman.
- Reduce the number of incidents and injuries to staff related to lone working.

### 4. Responsibilities

4.1. Banwell Parish Council is responsible for:

- Ensuring that there are arrangements for identifying, evaluating and managing risk associated with lone working and that they regularly review the effectiveness of the policy.
- Ensuring that all employees are aware of this policy
- Providing resources for putting the policy into practice and that appropriate equipment is given to staff to carry out their role / duties

Implemented February 2020

Due to be reviewed February 2022

- Ensuring that risk assessments are carried out and reviewed where necessary.
- Ensuring that appropriate support and equipment is given to staff involved in any incident.

**4.2.** The Clerk to the Council is responsible for:

- Making sure that risk assessments are carried out and reviewed regularly;
- Reporting annually to the Full Council on any incidents and actions taken in response.

**4.3.** The employees / Councillors engaged in lone working are responsible for:

- Taking reasonable care of themselves and other people who may be affected by their actions;
- Follow all rules and regulations laid down by the Parish Council;
- Report all incidents that may affect the health and safety of themselves or others;
- Taking part in training designed to meet the requirements of this policy;
- Report any dangers they identify or any concerns they might have;
- Recognise and assess potentially high risk activities before carrying out any work activity and put in place appropriate arrangements to carry out the identified task safely to mitigate risk associated with working alone;

It is important that lone workers are considered for known medical conditions which may make them unsuitable for working alone. Any employee / Councillor who could be considered as a lone worker has a duty to advise the Chair to the Council / Employment Committee of any medical conditions which may affect them working alone. Where a medical condition is known an assessment conducted through Occupational Health may be appropriate. Consideration will then be given to routine work and foreseeable emergencies which may impose addition or specific risks.

## **5. Guidance for Risk Assessment of Lone Working**

- Is the person fit and suitable to work alone?
- Are there adequate channels of communication?
- Does the workplace or task present a special risk to the lone worker?
- Is there a risk of violence?
- Travelling to site or meetings.

## **6. Good Practice for Lone Workers**

- 6.1.** This Council has agreed that the Clerk will be available to the public & councillors during the public opening hours (10 to 12 noon Tuesday & Thursday) on a 'drop in basis' to carry out Council business. During this period the Clerk as a potential lone worker shall have access to the means of summoning emergency assistance as has been identified in the Youth & Community Centre risk assessment.
- 6.2.** Councillors of this Council will be advised that every endeavour should be made to make an appointment when wishing to meet the Clerk outside of public opening hours.
- 6.4.** If a visit is being made to a member of the public in their home, a Councillor must be informed of the visit and the approximate times. Meetings in private homes should be discouraged.

- 6.5. Lone workers should have access to adequate first aid facilities (located in the YCC).
- 6.6. Lone workers should have a mobile phone and other personal safety equipment where this is necessary.
- 6.7. Where possible, when locking premises at night, any internal areas to be checked should be done when there is more than one person in the building and the Clerk / Councillor should be left to unlock or lock the YCC alone.
- 6.8. All incidents must be reported to the Council and recorded via the accident / incident book (kept in the YCC Kitchen). Employees / Councillors should ensure that all incidents, where they feel threatened or unsafe, are reported. This includes incidents of verbal abuse. Any member or employee who is faced with aggression / or conflict should seek to extricate themselves from the situation with the minimum of risk and get to a place of safety. They should ensure they do not get into any kind of argument with anyone who is being aggressive or threatening as this will serve to inflame the situation. If emergency assistance is required whilst out and about all employees should dial 999.
- 6.9. The Clerk / Councillors are at liberty to refuse to meet with a Council Member, Contractor, Member of the Public alone or in their home, if they feel threatened or feel it would be inappropriate.

## **7. Review**

This policy will be reviewed every two years or following any accident or incident arising out of lone working.

## Metal detecting request

I have been engaged in the hobby of metal detecting only since November 2019 and find it an extremely enjoyable pastime that allows me to enjoy the outdoors and fresh air. The thrill of finding old coins, artefacts etc, and discovering items that have been buried for many years is very exciting to me.

I am recovering from a laryngectomy operation I had back in September 2019 which is removal of the voice box due to cancer which I have had twice since Christmas 2017 so now I cannot speak, but hopefully I'm now cancer free.

I'm writing to ask you for permission to Metal detect on any land you would be willing to offer. I have permission to detect on Banwell Hill and I am looking for more land.

If I find anything of interest, I would gladly show you and give you as much information as possible as to location and history of the object.

I am a member of The National Council for Metal Detectorists" ... and follow their "Code of Conduct" for responsible detecting. Membership also provides me with public liability insurance to the sum of £10 million.

I always respect any property that I search on and try to leave it in the same condition that I found it. Normally the object's are no deeper than 4 or 5 inches and I retrieve them such that the ground appears undisturbed. Any scrap (which could be a possible threat/hazard to livestock and wildlife, Or damage farm machinery) Will also be taken away for recycling.

I would love to uncover some history on any land you could provide, and who knows, we may even find a Roman Hoard along the way!

I would stick to any boundaries you set and I will keep all gates closed and keep an eye out for injured livestock etc.

I would welcome the chance to meet with you in person though I cannot speak for the chance of detection on any land you would grant.

Thank you for your time and consideration.

**Bills for Payment - 19th to the 17th February 2020**  
**Banwell Parish Council**

Method	Payee	Details	Net Amount	VAT	Gross Amount	Minute agreed	Power
	<b>Already Paid</b>						
DD	Land Registry	Payment for 1st registration after £60 reimbursed	£60.00		<b>£60.00</b>		
DD	Mainstream	Phone and Broadband (DD 14.02.20)	£3.44	£0.69	<b>£4.13</b>	118/19	The Parish Council have resolved to use the General Power of Competence as of the 20th May 2019
DD	E-ON	Streetlight Power (DD 15.02.20)	£147.01	£7.35	<b>£154.36</b>	118/19	
BACS	J K Gardening	Grass cutting @ Rec Ground & Knightcott Bank	£141.75		<b>£141.75</b>		
BACS	J K Gardening	Grass cutting @ Riverside	£70.87		<b>£70.87</b>		
BACS	J K Gardening	Grass cutting @ YCC	£70.88		<b>£70.88</b>		
BACS	J K Gardening	Grass cutting @ Banwell Cemetery	£162.50		<b>£162.50</b>		
BACS	J K Gardening	Village orderly	£392.50		<b>£392.50</b>		
BACS	J K Gardening	Environmental Fee	£40.00		<b>£40.00</b>		
BACS	J K Gardening	Hedges YCC, Rec & Riverside <b>Total £1188.50</b>	£310.00		<b>£310.00</b>		
BACS	FOS UK	Dog Bin emptying	£338.00		<b>£338.00</b>	177/19	
BACS	Insight Cleaning	YCC Cleaning includes extra & oven clean	£288.00		<b>£288.00</b>	39/19	
BACS	GB Sport	Underpayment of invoice 4623	£6,479.81	£1,295.96	<b>£7,775.77</b>	230/19	
BACS	DS Securities	Door entry system	£1,840.00	£368.00	<b>£2,208.00</b>	267/19	
BACS	DS Securities	Call out and replace magnetic contact on door <b>Total £2298</b>	£75.00	£15.00	<b>£90.00</b>	H & S	
BACS	Banwell News	Advertisement & 4 page article	£120.00		<b>£120.00</b>	240/19	
BACS	Banwell News	Classifieds <b>Total £156</b>	£36.00		<b>£36.00</b>		
BACS	SLCC	Webinar x 3	£180.00	£36.00	<b>£216.00</b>	006/20	
BACS	E. Shayler	Expenses (cake & Office Desktop Computer)	£931.38	£183.54	<b>£1,114.92</b>	008/20	
SO	E. Shayler	Clerk's Salary (SO 26.02.20)	£1,526.54		<b>£1,526.54</b>	118/19	
DD	Calor	Standing Charge	£15.45		<b>£15.45</b>		
DD	E-ON	YCC power (DD 28.02.20)	£81.33	£4.07	<b>£85.40</b>	YCC 20/20	
DD	Nest	Pension contributions (DD 28.02.20)	£146.91		<b>£146.91</b>	118/19	
DD	NS Council	Waste Collection (DD 01.03.20)	£14.50		<b>£14.50</b>	118/19	
DD	Water 2 Business	YCC Water Bill (DD 02.03.20)	£85.17		<b>£85.17</b>		
BACS	HMRC	PAYE and NI for Sept (12.03.20)	£487.18		<b>£487.18</b>	118/19	
		<b>Totals</b>	<b>£13,980.78</b>	<b>£1,909.92</b>	<b>£15,890.70</b>		

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>Cemetery and Memorials</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
101	Grass Cutting	0.00	0.00	0.00	1,950.00	1,625.50	324.50
102	Paths / Trees / Garden	0.00	0.00	0.00	350.00	90.00	260.00
103	Making up Graves	0.00	0.00	0.00	280.00	0.00	280.00
104	Cemetery / Memorial Maintenance	197.18	0.00	0.00	6,000.00	706.00	5,491.18
105	Environmental Fee	0.00	0.00	0.00	360.00	80.00	280.00
		<b>£197.18</b>	<b>0.00</b>	<b>£0.00</b>	<b>8,940.00</b>	<b>£2,501.50</b>	<b>6,635.68</b>

<b>Cemetery Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
908	Cemetery Income	0.00	3,000.00	2,593.00	0.00	90.00	-497.00
		<b>£0.00</b>	<b>3,000.00</b>	<b>£2,593.00</b>	<b>0.00</b>	<b>£90.00</b>	<b>-497.00</b>

<b>Childrens Centre</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
700	Repairs and Maintenance	0.00	0.00	1,000.00	2,946.00	1,967.49	1,978.51
701	CCTV	0.00	0.00	0.00	2,000.00	3,387.50	-1,387.50
702	Electricity	0.00	0.00	0.00	1,035.52	910.07	125.45
703	Gas	0.00	0.00	0.00	2,630.99	1,204.92	1,426.07
704	Water	0.00	0.00	0.00	601.22	334.24	266.98
705	Waste Collection	0.00	0.00	0.00	147.00	385.59	-238.59
706	Cleaning Supplies	0.00	0.00	0.00	2,818.00	1,813.75	1,004.25
707	Office equip inc website	120.00	0.00	0.00	3,000.00	1,812.14	1,307.86
708	Phone / internet	0.00	0.00	0.00	500.00	541.67	-41.67
901	Childrens Centre Hire	0.00	100.00	696.00	0.00	0.00	596.00
910	YCC Grass Cutting	0.00	0.00	0.00	0.00	354.40	-354.40
911	YCC Hedge / fence & tree work	0.00	0.00	0.00	0.00	90.00	-90.00
		<b>£120.00</b>	<b>100.00</b>	<b>£1,696.00</b>	<b>15,678.73</b>	<b>£12,801.77</b>	<b>4,592.96</b>

<b>Clerk and Administration</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
301	Salary & NI	0.00	0.00	0.00	22,500.00	22,004.55	495.45
302	Clerk's Pension	0.00	0.00	0.00	650.00	1,438.73	-788.73
305	Hall Hire	0.00	0.00	0.00	64.00	21.00	43.00
307	Advertising	0.00	0.00	0.00	300.00	144.00	156.00
308	Insurance	0.00	0.00	0.00	2,122.87	2,185.06	-62.19
309	Subscriptions inc ALCA & SLCC	0.00	0.00	0.00	800.00	705.00	95.00
310	Audit Fees	0.00	0.00	0.00	1,000.00	650.00	350.00
311	Legal Costs inc Land registration	0.00	0.00	0.00	200.00	127.00	73.00
312	Training Clerk	0.00	0.00	0.00	400.00	475.00	-75.00
313	Training Councillors	0.00	0.00	0.00	600.00	655.00	-55.00
314	Inspections / Risk Assessments	0.00	0.00	0.00	155.00	202.50	-47.50
315	Grants and Donations	0.00	0.00	0.00	6,000.00	1,060.00	4,940.00
316	Chairmans Allowance	0.00	0.00	0.00	100.00	113.75	-13.75
317	Bank Charges	0.00	0.00	0.00	100.00	61.50	38.50
913	Memorial Tree Planting	0.00	3,727.00	3,727.00	3,727.00	3,491.83	235.17
		<b>£0.00</b>	<b>3,727.00</b>	<b>£3,727.00</b>	<b>38,718.87</b>	<b>£33,334.92</b>	<b>5,383.95</b>

<b>Environment</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
201	Allotment	0.00	1,647.88	1,647.88	1,647.88	1,647.88	0.00
202	Village Orderly	0.00	435.81	435.81	4,710.00	3,924.50	785.50
203	Env Hedge / Fence / Tree Work	0.00	0.00	0.00	450.00	275.00	175.00
204	Env Grass Cutting	0.00	0.00	120.00	1,850.00	1,273.10	696.90
205	Dog Bins	0.00	0.00	0.00	4,080.00	3,761.95	318.05
206	Env Maintenance Riverside / defib	0.00	0.00	0.00	3,520.00	1,384.31	2,135.69
207	Environmental Projects	547.00	0.00	512.00	4,000.00	1,633.10	3,425.90
208	Environmental Grant	0.00	7,149.52	0.00	2,500.00	0.00	-4,649.52

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Banwell Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

£547.00      9,233.21      £2,715.69      22,757.88      £13,899.84      2,887.52

<b>Highways</b>		<b>Receipts</b>			<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
400	Street Light Power	0.00	0.00	0.00	2,000.00	1,653.37	346.63
401	Street light Maintenance	0.00	0.00	0.00	3,500.00	1,750.00	1,750.00
402	Street Light Upgrade	5,300.00	0.00	0.00	5,300.00	7,875.00	2,725.00
403	Highways related projects	0.00	0.00	3,500.00	8,000.00	280.16	11,219.84
		<b>£5,300.00</b>	<b>0.00</b>	<b>£3,500.00</b>	<b>18,800.00</b>	<b>£11,558.53</b>	<b>16,041.47</b>

<b>Income</b>		<b>Receipts</b>			<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
902	Misc Income	0.00	100.00	224.86	0.00	0.00	124.86
903	Childrens Centre stipend	0.00	0.00	0.00	0.00	0.00	0.00
904	Annual precept	0.00	88,896.00	88,896.00	0.00	0.00	0.00
907	VAT	0.00	0.00	612.22	0.00	0.00	612.22
912	CIL	0.00	0.00	400.80	0.00	0.00	400.80
		<b>£0.00</b>	<b>88,996.00</b>	<b>£90,133.88</b>	<b>0.00</b>	<b>£0.00</b>	<b>1,137.88</b>

<b>Recreation Ground</b>		<b>Receipts</b>			<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
601	Rec Grass Cutting	0.00	0.00	0.00	1,310.00	1,417.50	-107.50
602	Rec Maintenance	250.40	0.00	0.00	2,000.00	410.61	1,839.79
603	Rec Tree and Fence Work	0.00	0.00	0.00	500.00	90.00	410.00
604	Rec Annual Inspections	0.00	0.00	0.00	310.00	200.00	110.00
609	Play Equipment	0.00	20,000.00	19,892.14	20,000.00	11,125.86	8,766.28
		<b>£250.40</b>	<b>20,000.00</b>	<b>£19,892.14</b>	<b>24,120.00</b>	<b>£13,243.97</b>	<b>11,018.57</b>

<b>Youth Club</b>		<b>Receipts</b>			<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
500	YC Staffing	0.00	0.00	0.00	11,600.00	560.00	11,040.00
501	YC Programme	0.00	0.00	0.00	2,000.00	150.08	1,849.92
502	YC Extraordinary Activities	0.00	0.00	0.00	800.00	76.50	723.50
503	YC Computers	0.00	0.00	555.16	1,000.00	0.00	1,555.16
905	YC Subscriptions	0.00	400.00	13.00	0.00	0.00	-387.00
		<b>£0.00</b>	<b>400.00</b>	<b>£568.16</b>	<b>15,400.00</b>	<b>£786.58</b>	<b>14,781.58</b>

**NET TOTAL**      **£6,414.58**      **125,456.21**      **£124,825.87**      **144,415.48**      **£88,217.11**      **61,982.61**

## Banwell Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 31/01/2020</b>			
	Cash in Hand 01/04/2019			185,918.17
	<b>ADD</b>			
	Receipts 01/04/2019 - 31/01/2020			130,537.50
				316,455.67
	<b>SUBTRACT</b>			
	Payments 01/04/2019 - 31/01/2020			93,435.89
<b>A</b>	<b>Cash in Hand 31/01/2020</b> (per Cash Book)			<b>223,019.78</b>
	Cash in hand per Bank Statements			
	Cash	31/01/2020	0.00	
	Unity Trust Bank (20398572)	31/01/2020	73,112.96	
	Bonus saver account (81413459)	31/01/2020	44,568.80	
	Reserve Account (59678674)	31/01/2020	89,922.84	
	Current account (53357655)	31/01/2020	15,415.18	
				<b>223,019.78</b>
	Less unrepresented payments			0.00
				223,019.78
	Plus unrepresented receipts			0.00
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>223,019.78</b>
	<b>A = B Checks out OK</b>			